

## Job Description

<b>Job Title</b>	Scenic Construction Lecturer
<b>Department</b>	Production Arts
<b>Grade</b>	E
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Head of Design Realisation
<b>Responsible for</b>	N/A

### Purpose of Post

To be responsible for the development and delivery for the teaching and learning of Scenic Construction and related areas, overseeing student production/project activities whilst working within the academic framework of Guildhall and the Production Arts Department.

### Main Duties & Responsibilities

The following duties are not shown in any order of priority or frequency, nor is the list exhaustive, but rather are an indication of the type and level of duties expected of the post.

- To develop, design, deliver and review the syllabus and materials for the teaching of scenic construction and related areas at all levels of the department's provision.
- In liaison with colleagues as appropriate, to plan, lead and oversee the scenic construction requirements for GSMD productions and to build, modify, deliver to stage and fit up scenery in conjunction with students on the Production Arts degree programme.
- To teach, assess and supervise students working in the department, in the form of classroom and production/project-based teaching, which may occur concurrently. To provide documented feedback on the work of students, where appropriate, at all levels of the programme.
  - To liaise with in-house and freelance creative teams to ensure that the students are interpreting their requirements appropriately and providing a level of support appropriate to the students as emergent professional practitioners.
  - In liaison with colleagues, to be responsible for and manage the maintenance, teaching and production budgets of the scenic construction department, and to buy and maintain equipment and materials.
  - To ensure that students follow safe working practices at all times.
  - To seek and promote sustainable practices.



## **Production Responsibilities**

- To liaise with colleagues to plan and schedule the day-to-day running of the scenic construction departments including the use of space and facilities, liaising with Productions Arts students and other PA departments as necessary.
- To cost for materials and resources for productions and when necessary to advise creative teams and production managers on the safety and feasibility of design from a scenic construction perspective.
- To work with designers and students in producing additional or amended technical drawings as required.
- To advise on appropriate workloads for the scenic construction students (and other students where relevant) with regard to their educational needs and to schedule, supervise and ensure the completion of such work.
- To attend rehearsals, strikes and performances as necessary to support the students and assess their work.
- To supervise the appropriate disposal or storage of scenery and ensure efficient storage of these items, keeping records where necessary.

## **Student Responsibilities**

- To provide pastoral care to specific students on the programme as a Personal Tutor, as required by the Director of Production Arts and/or Programme Leader, in accordance with agreed guidelines for these roles.
- To monitor the hours of work of students allocated to the department and ensure that they take sufficient breaks.
- To monitor, assess, mark and provide documented feedback on the work of students in the props making department at all levels of the programme.
- To work with students from other GSMD programmes as appropriate and especially where their learning interfaces with that of Production Arts students.

## **External Relationships**

- To remain aware of relevant and emerging industrial practice and to develop and use this in teaching appropriate to degree level education.



- To maintain good relationships with suppliers; and respond to outside companies, schools and individuals relating to scenic construction enquiries.
- To retain membership of relevant professional bodies and show commitment to continuous professional development, undertaking training when necessary.

### **Personal Development**

- To undertake research and scholarship appropriate to the role, and maintain a profile in the public domain as an expert in the discipline.

### **Administration**

- To research and interpret information from a variety of sources including multiple forms of non-standard information.
- To undertake academic administration relating to programme delivery, student assessment and quality assurance.

### **Health and Safety**

- To ensure that the highest standards of professional behaviour, co-operation, health and safety, and good housekeeping are maintained in the department, as laid down in the City of London's Policies and Procedures in the Staff Handbook, acting as a role model for the students in these standards.
- To take reasonable care for all health and safety matters concerning the post holder and for any staff and students reporting to the post holder, in accordance with GSMD and the City of London's Health and Safety procedures.

### **Programme Responsibility**

- To represent the Design Realisation department at meetings as required by the Director of Production Arts and/or the Programme Director and/or the Head of Design Realisation Pathway of the programme, participating as appropriate.
- To deputise for the Head of Design Realisation when necessary.
- To contribute to the production of any documents or reports deemed necessary by the Director of Production Arts and/or the Programme Director and/or the Head of Design Realisation Pathway of the programme.
- To help develop, deliver and review the overall syllabus and learning strategies of the programme.



- To participate in the selection of new students for the programme.
- To help develop, implement and review the assessment system for marking student's work.
- To seek to improve the working conditions of the department and help ensure the tidiness and safety of the construction workshop and lorry lift corridor.

### **Financial Responsibilities**

- To manage the handling of petty cash and orders and keep appropriate records.
- To help manage the administration associated with the department working within the City of London Corporation's Financial Regulations.

### **Health & Safety**

- In conjunction with the Corporation's Health and Safety officers and the school's Health and Safety Committee, to take reasonable care for all health and safety matters concerning self and others and to devise, develop and implement policies for ensuring safe working. To undertake risk assessments and ensure compliance with relevant Health and Safety legislation. This includes working under COVID-secure protocols.

### **Equal Opportunities**

- To conduct all activities taking into account the City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the Corporation's commitment to equality and diversity and to ensure that all students (any direct reports) comply with the policy in all their activities.

## Person Specification

<b>Job Title</b>	Scenic Construction Lecturer
<b>Department</b>	Production Arts
<b>Grade</b>	E
<b>Trent Position Number</b>	{19E0093/001}

Please find below the key skills and experience required to undertake this post.

### Technical Skills / Professional Qualifications / Relevant Education & Training

- Educated to degree level in a relevant field or possess an equivalent level of skills knowledge and professional experience (A)
- Teaching qualification (PG Cert or equivalent) or previous teaching experience and/or willingness to undertake training with a view to securing Higher Education Academy accreditation (A) (I)
- Ability to teach assess and supervise scenic construction students (A) (I)
- Ability to design and deliver syllabus in accordance with agreed standards, academic regulations and quality assurance standards (A) (I)
- Excellent scenic construction and fit-up skills with the ability to plan and oversee the construction requirements for productions (A)
- Skills and ability to oversee and deliver high production values in relation to theatre and performance (A) (I)
- Good understanding of stage technology (A) (I)
- Up to date knowledge of relevant Health and Safety legislation and commitment to promoting safe working, including Industry COVID Protocols as relevant (A)
- Ability to manage budgets (A) (I)
- Ability to review and develop teaching systems and processes (A) (I)
- Excellent oral communication skills with the ability to teach students up to degree level, and lead on discussions with creative teams on detailed scenic construction requirements for productions. (A) (I)
- Excellent written communication skills in order to write teaching materials, detailed feedback for students and undertake academic administration and research. (A) (I)
- Able to multitask and work under pressure of time and competing demands (A) (I)
- Ability to develop and sustain relationships with colleagues and students (A) (I)
- Ability to use initiative and make decisions (A) (I)
- Ability to maintain calm under pressure (A)
- Self-motivated and a self-starter (A)
- Excellent IT skills including CAD, Microsoft Office and Teams (A) (I)

## Experience Required

- Extensive relevant industry experience that demonstrates continued high standing in the profession. (A) (I)
- Significant professional experience in Scenic Construction in all areas including theatre (drama & musicals/music theatre/opera) and events (A) (I)
- Experience of stage technology and counterweight flying systems (A) (I)
- Experience of managing production scheduling and budgets (A)
- Experience of working in a teaching role in a HE environment (A) (I)
- Experience of co-ordinating and overseeing the work of others on productions (A) (I)

## Other Relevant Information e.g. working hours or desirables (only if applicable)

### Desirable:

- Experience in 3D printing and laser cutting.
- Experience working on innovative and digital projects (A)
- Experience of working in film and television (A) (I)

### Relevant information:

- Working hours will variously involve some evening and weekend work.

## Recruitment – Note to Applicants

***The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



# Summary of Terms and Conditions of Employment

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

## **Salary**

The salary range for this job is £40,750 - £46,150 per annum inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

## **Contract**

The position is offered on a Permanent Contract basis.

## **Hours of Work**

Normal hours of work are 9:30 am – 5:30 pm, being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

## **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

## **Annual Leave**

There is an entitlement of 28 days annual holiday plus Bank Holiday. There are subsequent increases to entitlement to annual holiday according to length of service.

## **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.



### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One full academic term in writing by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.