



JOB DESCRIPTION

Job Title	Undisciplined Co-ordinator
Department	Drama
Grade	C
Location	Guildhall School of Music and Drama
Responsible to	Head of Interdisciplinary Practice
Responsible for	Freelance Undisciplined Associate Artists

Guildhall School is a vibrant, international community of musicians, actors, and production artists in the heart of the City of London. Ranked as the top conservatoire in the Guardian University Guide music league table and second in the Complete University Guide arts, drama, and music league table we deliver world-class professional training in partnership with distinguished artists, companies and ensembles. A global leader in creative and professional practice, we promote innovation, experiment, and research, and are also one of the UK's leading providers of lifelong learning in the performing arts, offering inspiring training for children, young people, adult learners, and creative and business professionals.

As one of the few major European conservatoires to offer training in music, drama, and production arts, we believe it is vital to create opportunities for students to work across art-forms and to push beyond the boundaries of their individual artistic disciplines.

In January 2022, the School launched **undisciplined**, a pioneering new artistic development programme for Guildhall students. Designed to mirror artistic development programmes in major arts organisations across the UK, **undisciplined** is a rolling, annual programme of extra-curricular social events, workshops, talks, residencies, resources, and project funding that empowers students to build new creative friendships, collaborate and create innovative new work together. Working closely with the Head of Interdisciplinary Practice, this new post would play a key role in developing and administrating the **undisciplined** programme.

Purpose of Post

The Head of Interdisciplinary Practice has overall strategic responsibility for the **undisciplined** programme. This post will support the Head of Interdisciplinary Practice to develop the programme to reach its full potential, as well as being responsible for administrating the programme. They will be the central point of contact about the programme, ensuring clear and effective communication with staff, students, and external stakeholders.

Main Duties and Responsibilities

Project Co-ordination

- **undisciplined** is organised under six strands – Funding, Residency, Workshops, Talks, Social Clubs and Resources. The role holder will be responsible for co-ordinating all **undisciplined** related events and activity, which includes:

Funding

1. Oversee the submissions process, including supporting and advising students on how to submit an application for funding; managing submissions deadlines; organising submissions; liaising with the selection panel to create submissions shortlists; scheduling selection meetings with the panel; informing grant recipients and administering grants to successful project teams.
2. Co-ordinating the termly Scratch Night in the Studio Theatre.
3. Provide advice and support to students funded by the **undisciplined** programme as required.

Residency

1. Working closely with the head of Interdisciplinary Practice, co-ordinate the annual, week-long **undisciplined** residency, in collaboration with partners at the Barbican.
2. Liaise with and contract the external company selected to deliver the Residency.
3. Work with the external company to create a “Residency brief” for students.
4. Co-ordinate the Residency application process including shortlisting and effective communication with the selection panel.

Workshops

1. Work closely with the Alumni Relations and Innovation departments to co-ordinate a programme of online and in-person workshops. This includes contracting, liaising with the Recording and Audio Visual (R&AV) Department and booking rooms as appropriate.

Talks

1. Work with the Head of Interdisciplinary Practice to identify a programme of Talks on the themes of inclusive practice, interdisciplinarity and industry awareness.
2. Co-ordinate all talks, including liaising with and contracting appropriate internal and external speakers.
3. Liaise with colleagues in the R&AV and Marketing and Communications Departments to schedule and communicate any upcoming online or in-person talks.

Social Clubs

1. Working with the Head of Interdisciplinary Practice, co-ordinate a programme of social events designed to create space for students to foster meaningful artistic collaborations. This includes including buying tickets to external events, arranging guest speakers, arranging catering, scheduling and room booking.
2. Liaise with the President of the Student Union to ensure that social clubs are linked in to pre-existing student social activity.

Resources

1. Liaise with the Library Department to ensure that the **undisciplined** Resource list is regularly updated and relevant.

Budget Administration

- The role holder will administrate the **undisciplined** programme budget, with oversight by the Head of Interdisciplinary Practice.

- This includes financial management of projects; setting accurate budgets and tracking expenditure; maintaining financial systems on CBIS, contracts, invoices, and timesheets; liaising with the Finance Department to maintain budget records and produce post-project accounts; completing final accounts.

Line Management

- The role holder will line manage the three Freelance **undisciplined** Associate Artists, who support the programme by mentoring students, delivering workshops and talks and sitting on selection panels for funding and residencies. The role holder will ensure effective and timely communication with the Associate Artists and support them in their work throughout the year, with responsibility for monitoring and appraisal, personal development, personnel issues, and disciplinary action.
- The role holder will also manage all ad-hoc project staff including freelance artists, assistants, documenters and/or evaluators.

Marketing and Communications

- Working closely with Guildhall's Marketing and Communications team and with relevant departments across the School, the role holder will be responsible for ensuring effective internal and external communication of both the wider **undisciplined** programme and the individual events and projects associated with it.
- This includes writing copy and proofing of all marketing materials for the website; checking press releases; ensuring **undisciplined** is linked into all regular student and staff mailing lists; attending regular meetings to update on **undisciplined** activity (i.e. Events Committee meetings).
- The role holder will work with the Digital Marketing Manager to maintain and regularly update the **undisciplined** pages on the School's intranet MyGuildhall, ensuring students have regular access to the most up-to-date and relevant information.
- The role holder will work with the Marketing and Communications Department to ensure effective documentation of **undisciplined** events – from photography to reviews.

Knowledge Exchange Evaluation and Data Tracking

- The **undisciplined** programme is funded primarily by the Higher Education Innovation Fund (HEIF). The role holder will work closely with the Head of Innovation to ensure that all relevant data is tracked to ensure effective reporting on HEIF objectives.

General Responsibilities

- Maintain an up-to-date understanding of the arts industry, with particular focus on contemporary, non-traditional, inclusive, collaborative and/or interdisciplinary arts practice.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION

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Department	Drama
Grade & Level	Grade C
Trent Position Number	

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

Technical Skills / Professional Qualifications / Relevant Education & Training / Experience Required

- Formal qualifications are not required.

Required

- An active knowledge of and interest in contemporary collaborative arts practice. (A, I)
- A proven commitment to accessibility, inclusivity and allyship in the arts. (A, I)
- A good understanding of contemporary arts education and the wider creative industry. (A, I)
- A track record of working with artists to develop and present new projects. (A, I)
- Strong organisational and administrative skills with the ability to plan and deliver multiple projects in a timely and efficient manner. (A, I)
- Excellent communication skills, including the ability to write inspiring and succinct copy and relate to people in all areas of the HE and arts environment, including external artists, students, and Senior Management. (A, I)
- Ability to set up and manage budgets. (A, I)
- Experience in project evaluation and its role in project development. (A, I)
- Excellent time management skills. (A, T)
- Good IT skills including proficient use of MS Office software. (A, I)
- Ability to work effectively in a team to achieve objectives whilst also being self-motivated to work independently. (A, I)

Desirable

- Experience working as a producer or in an equivalent role in a theatre or arts centre environment. (A, I)
- Experience in artistic R&D and artist development. (A, I)
- Experience in basic web design. (A, I)
- Experience in designing and delivering innovative artistic development projects or initiatives. (A, I)
- Experience in setting up and co-ordinating internal and external partnerships within and

across teams. (A, I)

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



Job title: Undiscipline Coordinator

Department: Guildhall School of Music & Drama

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

Salary

The full time salary range for this job is £30,440 - £34,240 per annum inclusive of London Weighting depending on experience. Salary for 14 hours per week is £12,176 - £13,696 per annum. 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.

New appointees will normally be placed on the bottom of the pay scale.

Contract

The job is offered on a one year fixed term contract basis.

Hours of Work

Normal office hours are 14 hours per week, 2 days per week or equivalent. Days to be mutually agreed with Line Manager Monday to Friday 10.00 am to 6.00 pm excluding lunch breaks outside of term time. Leave should not be taken during term time.

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 a minimum entitlement of 24 days annual holiday, plus Bank Holidays (leaves to be pro rata as per 14 hours per week). 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 if you have a contract of employment for more than 3 months. 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 month 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

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.