



JOB DESCRIPTION	
Job Title	Production Arts Pathway Assistant/Tutor (Design Realisation)
Department	Production Arts
Grade	C/D Career Grade
Location	Guildhall School of Music & Drama
Responsible to	Head of Pathway/Programme
Responsible for	Freelance and casual staff

Background

This is a career grade post with the Production Arts Pathway Assistant duties and responsibilities undertaken at grade C, and the Tutor duties and responsibilities undertaken at grade D. The role will cover the Design Realisation specialism, with the specific focus and requirements as indicated in the job advertisement.

The Job Description and Person Specification describe the duties and responsibilities of the Production Arts Pathway Assistant. The career grade criteria for the Tutor role are delineated in the Appendix. In order to progress to grade D, there must be the availability of work at the higher level, and a requirement for postholders to carry out the higher-level duties or responsibilities most of the time. Please note that a determination of the specific balance of duties will be agreed with the successful candidate in advance of confirming the appointment.

Production Arts Pathway Assistant

Purpose of Post

Grade C

- To work in the Production Arts Department in close co-operation with the programme team, lecturers and students to provide technical and other support as appropriate to enable the delivery of a diverse and dynamic schedule of productions, events and live performances and support teaching and tutoring.
- To monitor and maintain the upkeep and safety of all relevant resources, storage areas and equipment, undertaking tasks that may include audit of materials, diagnostic testing, first-line maintenance and the supervision of repairs by external contractors as appropriate and directed.
- To manage the annual inspection and testing of relevant equipment, and where appropriate undertaking statutory testing and inspection as directed.
- To monitor and maintain the condition of relevant production items and related equipment, as appropriate and directed.

Main Duties & Responsibilities

Grade C

1. To demonstrate systems and techniques to Production Arts students and to supervise students undertaking such work as required.
2. To monitor and, where appropriate, provide documented and verbal feedback on the work of Production Arts students at all levels of the programme. This feedback may be shown to the students.
3. To work with students from other Guildhall School programmes as appropriate and especially where their learning interfaces with that of Production Arts students, demonstrating systems and techniques as necessary.
4. To assist Production Arts Lecturers in the provision of appropriate support both for teaching exercises and during production periods. This includes paperwork and administration on productions where necessary. (Duties might include, for example, setting up equipment and demonstrating its use to students; demonstrating specific technical processes and overseeing student work accordingly; maintaining and updating lists and databases; ordering specific items for workshops and productions, and updating records accordingly; preparing relevant paperwork, manuals and materials for activities.
5. To support specific and relevant technical activities (for example, demonstrating the use of specific software [Technical Theatre]; demonstrating the generation of a props list [Stage Management]; demonstrating costume construction techniques [Costume]; demonstrating safe use of specific construction machinery [Design Realisation]) (as directed by the respective Head of Pathway/Programme) across the Production Arts department.
6. To assist performers, creative practitioners, designers, technicians and supervisors on performance and production projects (for example, assisting students in sourcing and adapting relevant costumes for purchase [Costume]; sourcing and preparing relevant props [Stage Management]; sourcing and preparing relevant sound files [Theatre Technology]; sourcing and preparing scenic items requested by the designer [Design Realisation]).
7. To implement and maintain the Production Arts asset management system as required for both internal and external customers.
8. To maintain stock of specific consumables and supplies for teaching and production use (as directed by the respective Head of Pathway/Programme).
9. To liaise with outside suppliers, organisations, contractors, licensing authorities and the Corporation of London on matters in connection with the efficient and effective provision of Production Arts technical support, delivery and teaching.
10. To attend meetings which have a bearing on Production Arts activities and participate in staff training and professional development activities as required/ agreed.
11. To drive School transportation as necessary, where agreed, and transfer equipment.

12. To work with other Guildhall team members to ensure students have the best possible experience.
13. To ensure that the highest standards of professional behaviour, co-operation and good housekeeping are maintained in the department, including those laid down in the Corporation of London Policies and Procedures in the Staff Handbook, acting as a role model for the students with respect to these standards.
14. 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.
15. 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.
16. In conjunction with relevant staff, to manage, review and update where necessary specific Risk Assessments and Method Statements.
17. To undertake any other duties that may reasonably be requested appropriate to the grade.



PERSON SPECIFICATION	
Job Title	Production Arts Pathway Assistant/Tutor (Design Realisation)
Department	Production Arts
Grade & Level	C/D
Trent Position Number	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Professional Qualifications / Relevant Education & Training

Essential at Grade C

- Degree level in a relevant subject or equivalent technical qualification (A)
- Ability to work with and inspire young people undertaking academic and professional training in production arts, demonstrating systems and techniques as appropriate. (A) (I)
- Knowledge of current Health & Safety legislation and COVID-19 guidelines as applicable to production arts activities (A) (I)
- Practical knowledge of manual handling techniques (A) (I)
- Able to manage own workload.
- Excellent time management skills with the ability to organise work to meet deadlines (A) (I)
- Able to communicate effectively both verbally and in writing (A) (I)
- Able to work well both in a team and on their own (A) (I)
- Able to use initiative and make decisions (A) (I)
- Proficient in the use of Microsoft Office, including Word, Excel and PowerPoint (A)

Experience Required

Essential at Grade C

- Professional experience in one or more areas of theatre/live events (costume / sound / lighting / video / rigging / stage management etc) (A) (I)
- Relevant experience of sourcing materials and resources (for example props, costumes, technical equipment) (A) (I)
- Experience of monitoring and maintaining the upkeep and safety of relevant technical equipment (A) (I)
- Experience of maintaining and cataloguing stock/resources (A) (I)

Desirable at Grade C

- Experience of working in a Higher Education environment (A)
- Good ability to use social media (Instagram, Twitter, and blogging) (A)
- Knowledge of IT processes and software relevant to the creative and performing arts (for example, Q-Lab, AutoCAD, Photoshop) (A)*
- Full, clean driving licence with previous proven van driving experience (A)*

*These requirements are met across the team as a whole. They may therefore be specified as 'Essential' in any individual recruitment round, depending on specific needs at the time of recruitment.

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

- Available to work flexibly, including at evenings and weekends.
- The post holder will be required to travel throughout London and occasionally elsewhere in the UK or overseas.

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.

Career Grade Criteria for Progression to Grade D

In addition to the knowledge, technical skills and experience required at Grade C, at Grade D the following additional knowledge skills and experience are required:

- Significant experience of teaching in relation to theatre/live events production (A) (I)
- Established expertise and experience to enable the postholder to teach students on degree and other courses in a Conservatoire setting, in at least one of the following specialisms (A) (I):
 - Theatre Technology
 - Stage Management
 - Costume
 - Design Realisation
- Ability to tutor and assess students in accordance with agreed standards, academic regulations and quality assurance processes (A) (I)
- Knowledge and experience of a wide range of techniques and repertoire for live performance and events (A) (I)
- Current industry experience of different creative and production processes (A) (I)
- Detailed and up to date knowledge of contemporary theatre and production workflows (A) (I)
- Excellent oral communication skills with the ability to provide engaging and supportive teaching activities to students (A) (I)
- Excellent written communication skills in order to provide written assessments and feedback to students, and contribute to the development of workshops, presentations and outreach activities (A) (I)

Desirable at Grade D

- Certification concerning relevant areas of practice, examples include:
 - Working at height, recovery at height, rope access and harness inspection
 - Portable Appliance Testing
 - Risk Assessment and Method Statement
 - IPAF AWP Ticket
 - PASMA Ticket
 - Use and inspection of scaffold towers and ladders

In addition to the duties and responsibilities described in the Job Description for grade C, at Grade D postholders will undertake the following higher-level duties and responsibilities and with less supervision than at grade C:

1. Devise, deliver and oversee progressive, industry-standard curriculum and projects in specific areas of Production Arts according to tutoring specialism, as directed and supported by the Programme/Pathway Leader and other colleagues as relevant.
2. Supported by appropriate guidance, ensure that relevant teaching activities and projects are set within a clear, integrated, and supportive framework for student progression and development.
3. Contribute to student assessment and feedback processes and meetings.

4. Ensure that all relevant teaching and assessments undertaken conform to agreed standards, academic regulations, and quality assurance procedures.
5. Contribute to and where appropriate have responsibility for aspects of Production Arts activities, including workshops, presentations and displays (for example as part of Outreach activities, Open Days and Graduate Exhibitions, and other relevant initiatives).
6. Ensure that tutoring is delivered in support of the School's ethos and culture, especially with regard to inclusive practice, representation and safe space.
7. Work collaboratively with other staff to ensure key strategic goals are embraced and achieved (for example, in support of developing the students' own creative practice; contributing to departmental activities concerning student recruitment; participating in staff development to remain abreast of current knowledge and practices).
8. Contribute to the School's activities through attendance at internal and external events, boards and committees as directed, particularly those in connection with the development and delivery of tutoring in Production Arts activities.



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 £31,740 - £35,540 per annum including Inner London Weighting, 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 basis.

Hours of Work

Normal hours of work are 9.30am – 5.30pm, 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 24 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 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

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.