



JOB DESCRIPTION	
Job Title	Lighting Technology and Design Lecturer
Department	Production Arts, Guildhall School of Music & Drama
Grade	E
Location	Guildhall School of Music & Drama
Responsible to	Head of Theatre Technology
Responsible for	Freelance and casual staff

### Purpose of Post

To be jointly responsible for the development and delivery of the teaching and learning of Stage Lighting technology and Design (and related areas), overseeing student activities whilst working within the academic framework of Guildhall and the Production Arts Department.

### Main Duties & Responsibilities

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

- To plan, lead and oversee lighting for a selection of Guildhall School of Music & Drama productions in conjunction with incoming lighting designers and students on the Production Arts degree programme.
- To develop, design, deliver and review the syllabus and materials for the teaching of lighting technology and lighting design at all levels of the programme.
- To teach, assess and supervise students working in the department, in the form of classroom and production-based teaching which may occur concurrently.
- To oversee freelance lecturers, lighting designers, programmers and support staff and to interview potential new staff members as required.
- To research and make recommendations to the Head of Theatre Technology relating to the purchase and management of lighting equipment (representing a broad range of industry standard equipment for teaching and production requirements); industry standard access equipment for teaching and production requirements; and relevant industry-standard IT.
- To purchase or otherwise procure equipment for teaching and for productions, adhering to the relevant budgets relating to lighting.
- To research and make recommendations to the Head of Theatre Technology relating to the management of lighting maintenance and to help maintain equipment in line with professional theatre standards.



- 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 Corporation of London Policies and Procedures in the Staff Handbook, acting as a role model for the students in these standards.

### **Production Responsibilities**

- To plan and schedule day-to-day work with respect to Lighting, including the use of equipment and facilities, liaising with Production Arts lecturers, Performance Venues Technicians, students and freelance lighting designers as necessary.
- To liaise with freelance lighting designers, interpreting their requirements and ensuring best value and high production standards whilst working within the budgets and schedules laid down by the Production Managers.
- To cost for materials and resources for productions and, when necessary, to advise members of the creative teams and the Production Managers on the safety and feasibility of lighting requirements.
- To decide, in conjunction with the Production Managers, appropriate workloads for students engaged in lighting and lighting design roles with regard to the educational needs of the department, and to schedule, supervise and ensure the completion of such work.
- To work on stage and attend technical and dress rehearsals and performances as necessary in order to fully assess students' work and ensure the smooth operation of productions.

### **Student Responsibility**

- To monitor the students' hours of work and ensure that they take sufficient breaks.
- To monitor, assess, mark and provide documented feedback on the work of students at all levels of the programme.
- To provide pastoral care to specific students on the programme as a Personal Tutor, as required by the Director of Production Arts, in accordance with agreed guidelines for these roles.
- To work with students from other Guildhall School of Music & Drama programmes as appropriate and especially where their learning interfaces with that of Production Arts students.

### **External Relationships**

- To maintain good relationships with outside suppliers, organisations, contractors, licensing authorities and the Corporation of London, with a knowledge of their procedures.
- To maintain good links with professional theatre contacts.
- To maintain good links with other theatre schools and colleges



### **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 within the theatres, control rooms, lighting workshops and other relevant facilities. To undertake risk assessments and ensure compliance with relevant Health and Safety legislation.
- 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 Guildhall School of Music and Drama and the Corporation of London's Health and Safety procedures.

### **Administration**

- To research and interpret information from a variety of sources including multiple forms of non-standard information.
- To manage the administration associated with the department working within the Corporation of London's Financial Regulations.

### **Financial Responsibilities**

- To handle credit cards and order forms in line with the Corporation of London financial regulations and keep appropriate records.
- To supervise students handling production finances, receipts and order forms within agreed budgets.

### **Personal Development**

- To remain aware of modern industrial practice, equipment and techniques and to develop and use this in the teaching of lighting technology and design appropriate to degree level education.
- To retain membership of relevant professional bodies, undertake research, and show commitment to continuous professional development, undertaking training when necessary.

### **Programme Responsibilities**

- To liaise with other Guildhall School of Music and Drama departments on matters relating to lighting.
- To represent the department at Examination Boards and to attend other meetings as required by the Head of Theatre Technology, participating as fully as possible.
- To contribute to the production of any documents or reports, deemed necessary by the Head of Theatre Technology.
- To help develop, deliver and review the overall syllabus and learning strategies of the programme.
- Where necessary, to participate in the selection of new students for the programme.
- To represent the department as necessary to schools and education providers.
- To develop, implement and review the assessment system for marking students' work.



### **Equal Opportunities**

To conduct all activities taking account of the Corporation 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>	Lecturer in Lighting Technology and Design
<b>Department</b>	Technical Theatre
<b>Grade</b>	E
<b>Trent Position Number</b>	

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

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

- Ability to work with and inspire young people
- Ability to develop and sustain relationships with Guildhall School of Music & Drama colleagues and students
- Ability to communicate effectively both orally and in writing
- Excellent professional theatre lighting skills and high production values
- Educated to Degree level or equivalent professional qualification
- Up to date knowledge of Health & Safety and commitment to promoting safe working
- Organised and able to meet deadlines
- Ability to manage own workload
- Ability to manage a team and co-ordinate work of others
- Ability to use initiative and make decisions
- Ability to remain calm under pressure
- Self motivated and a self starter

#### **Experience Required**

- Extensive experience in lighting for professional theatre and live events
- Excellent professional lighting design and production lighting skills
- Experience of programming Eos family desks
- Excellent IT skills
- Previous teaching experience and or teaching qualification
- Experience of working in a HE environment
- Experienced CAD or Vectorworks user

#### **Other Relevant Information e.g. working hours (if applicable)**

The normal hours of work are 35 hours per week excluding lunchbreaks, however due to the nature of the post you may be required to work additional hours to fulfill your responsibilities.



Working hours involve frequent evenings and some weekend work, sometimes at very short notice and will involve working away from the Guildhall School from time to time.

The working period for each year is 3 academic terms of 12 weeks plus one additional week at the beginning and end of each term i.e. 42 weeks per annum

## Core Behaviours

### Building Relationships

**Team Working...** Using appropriate interpersonal skills and working cooperatively to contribute to the development and management of positive and cohesive teams and partnerships within CoL and beyond.

#### Level 3

- Demonstrates that they genuinely value others' input and expertise and are willing to listen and learn from others
- Encourages the team to share ideas, solutions and new approaches
- Works across teams, departments and traditional silos – building relationships in pursuit of common interests
- Works hard to share information, engage others and build a sense of team spirit

**Communication and Influence...** Presenting information and arguments verbally or in writing to improve understanding, influence outcomes and foster engagement and support.

- Raises pertinent issues with manager or management team in a concise way without going into unnecessary detail
- Thinks through audience and personal impact, using appropriate communication style, body language, and sense of dress to suit the situation
- Uses an inclusive style when running meetings, clarifying understanding, minimizing the use of jargon and summarising key points
- Delivers effective presentations through detailed planning and preparation

### Achieving

**Customer Focus...** Understanding and responding to customer needs (either internal or external customers), demonstrating a passion for high quality customer service and placing the customer at the very heart of what we do at CoL.

- Keeps abreast of changing customer needs, proactively adapting own service accordingly
- Regularly gets feedback from diverse customer groups to monitor and improve performance
- Raises the standards of those around through role modelling the highest possible customer service practices
- Takes time to keep up to date with new developments in the service and changes in best practice

**Drive and Perseverance...** Maintaining a high degree of motivation and commitment to producing work of the highest possible standard at COL, finishing what we start even in the face of challenging obstacles.



- Defines his or her work in terms of results and outcomes achieved rather than time spent
- Does not give up before finishing, even in the face of significant resistance or setbacks
- Sets high standards, pushing self and others for results, seeking continuous improvement
- Finishes work to a high standard, is not satisfied with 'simply finishing' something

### Self Managing

**Learning Focus...**Continually learning and improving own knowledge and understanding. The ability to assimilate and apply new information and the lessons of experience.

- Seeks feedback from others and opportunities to master new knowledge
- Networks with others to share expertise, professional knowledge, learning and ideas
- Understands gaps in own knowledge and development and takes responsibility for addressing those gaps
- Spends time with the team to encourage reflection, learning and new ideas

**Accountability...** Being responsible for one's own actions, seeing things through, doing what we say we will.

- Takes a leadership role in supporting the team through organisational change initiatives
- Challenges the status quo and 'tried and tested' ways of doing things in pursuit of service improvement, efficiency or value for money
- Has an outward focus, drawing information from a variety of sources to strive for continuous performance improvement
- Understands the impact of change on others, putting self in the shoes of others when implementing change

### Thinking

**Planning and Organising...**Managing time, competing priorities and resources

- Involves others in planning, putting self in the shoes of stakeholders
- Build sufficient time in plans to manage both process requirements and stakeholder engagement needs
- Accurately estimates resources and time requirements required to achieve plans
- Uses appropriate programme and/or project management methodologies to ensure outcomes and promises are met

**Analysis and Problem Solving...**

- Interprets complex data isolating key issues – sharing analysis with others
- Uses logical, rational and intuitive approaches to develop options and strategies to resolve issues
- Generates imaginative, creative or innovative solutions to new and/or longstanding problems
- Involves others in problem solving, seeking multiple perspectives and solutions



## Summary of Terms and Conditions of Employment

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.

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 £46,050- £51,530 including Inner London Weighting 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**

Permanent

### **Hours of Work**

Normal hours of work are 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 month's notice 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.