



JOB DESCRIPTION	
<b>Job Title</b>	Programme Leader (BA Digital Design & Production)
<b>Department</b>	Guildhall School of Music & Drama – Production Arts Department
<b>Grade</b>	F
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Vice Principal & Director of Production Arts
<b>Responsible for</b>	Teaching Staff and freelance workers engaged in the delivery of the programme

### **The Guildhall School of Music & Drama**

The Guildhall School of Music & Drama is one of the world's leading conservatoires and drama schools, offering musicians, actors, stage managers and theatre designers and technicians an inspiring environment in which to develop as artists and professionals.

### **BA Digital Design & Production**

This three-year undergraduate programme enables students to develop the creative and technical skills of designers, technicians, operators and programmers in the creation and delivery of video and related media content in live performance and digital production contexts. It facilitates a range of practices, including the work of

Specifically, the programme aims to:

- Enable students to develop their own artistic vision and creative workflow in relation to video design and realisation
- Develop relevant technical skills in relation to video and related media as part of a live performance or digital production
- Provide relevant experiences and opportunities that enable students to realise and adopt working practices of modern industry professionals
- Develop students' confidence, independence and self-reliance necessary for a career in a rapidly evolving digital industry
- Enable the students to make effective use of analytical skills in considering and developing their own practice.

The programme supports students' future career development by:

- Replicating the professional demands of video and related media design and its associated subcategories/practices
- Supporting students to hone their technical and design skills
- Assessment by leading artists (internal professors and external assessors/examiners)
- Providing professionally equivalent production through the Guildhall School's Innovation department and the School's Drama, Music (including Electronic & Produced Music, and Opera Studies departments), and Guildhall Live Events Departments

- Providing direct contact with the profession via the teachers of the School, and formative and summative activities with external associates

### **Purpose of Post**

The Programme Leader (BA Digital Design & Production) is responsible for providing leadership in all aspects of learning, teaching, assessment and quality assurance associated with the programme, its modules and teaching staff based in the Guildhall School. They will be responsible for the student experience in relation to all academic elements including the management of resources associated with the programme. The role holder will undertake teaching on the programme, and will contribute to teaching (for example, on the BA Production Arts programme) and/or academic management elsewhere in the Department, as agreed with the Director of Production Arts and in accordance with a balanced workload overall.

### **Key Relationships**

- Vice Principal & Director of Production Arts – Line Manager
- Deputy Director of Production Arts
- Vice Principal & Director of Drama
- Head of Interdisciplinary Practice (Drama)
- Programme and Pathway Leaders (Production Arts)
- Head of Production Arts & Drama Administration
- Head of Registry Services
- International Students Office

### **Main Duties & Responsibilities**

#### **Leadership**

1. To lead all aspects of the programme ensuring consistency with the Guildhall School's strategic aims and objectives and policies, as well as setting and maintaining the artistic and academic objectives of the programme and the standards for student achievement.
2. To lead and facilitate the development of the programme in relation to its stated aims and objectives. To lead on developing and where appropriate sustaining partnerships, networks and advocacy for the programme, representing the school with relevant external industry bodies nationally and internationally as appropriate.
3. Ensuring that the highest standards are maintained in the recruitment, admission, education and assessment of BADDP students and to oversee the monitoring of progress, achievement and welfare of students throughout their period of study.

#### **Managing Staff**

4. To lead and manage the Programme Team responsible for the delivery of the programme in relation to matters of programme design, administration, delivery, assessment and quality management.
5. To recruit, induct, manage and appraise the academic staff responsible for the delivery of the programme (as agreed with the Director of Production Arts), setting, promoting and maintaining appropriate educational and professional standards in all aspects of course organisation, administration and delivery.

### **Programme Management**

6. To be responsible for managing the quality of the learning experience in order to meet quality assurance standards and meet learning outcomes and objectives. This includes evaluating student feedback and conducting Annual Programme Evaluations; and leading on the revalidation of the programme, ensuring periodic reviews are undertaken effectively and in accordance with the School's policies, procedures and academic regulations.
7. To ensure that admissions, induction, teaching, learning and assessment and feedback processes are consistent with best practice in Higher Education and vocationally relevant.
8. To be responsible for the defined programme budget, including the allocation of finances and the monitoring of spend against the budget, conducting all financial matters associated with the role in accordance with the School's policies and procedures.
9. To teach, supervise and assess students as necessary as appropriate to personal expertise ensuring that comprehensive feedback is provided to students on all assessed work.
10. To work with colleagues in the Guildhall School to ensure the highest possible standards of student experience in relation to programme promotion, student recruitment, progression and support.
11. To represent the programme at Assessment Boards and the Production Arts Programme Board and be an active contributing member of the School's Programme Leaders Group.
12. To work with colleagues as appropriate to explore collaborative opportunities with other programmes; and developmental opportunities with regard to the Department's portfolio of programmes.

#### **Other**

13. In relation to digital production & design subject area, to undertake work as agreed with the Director of Production Arts in accordance with personal specialism and the wider needs of the Department. Such work may include:
  - a. Occasionally manage School productions/projects/initiatives as agreed with the Director of Production Arts, including scheduling, budgeting, project management and risk assessment, in conjunction with students/staff on Production Arts degree programmes.
  - b. Contribute to teaching and assessment on other programmes (for example, BA Production Arts).
  - c. Provide pastoral care to specific students as a Personal Tutor, in accordance with agreed guidelines for this role.
14. To undertake research (and/or professional practice) and scholarship to maintain a profile in the public domain as an expert in the discipline.
15. To develop and maintain awareness and understanding of sector-wide developments in both Higher Education and industry contexts through engaging with relevant conferences, workshops and discussion fora, reporting on these to the Programme Board, and ensuring that they feed into programme enhancements.
16. To retain membership of relevant professional bodies and show commitment to continuous professional development, undertaking training when necessary.
17. To seek actively to implement the City of London's Occupational Health and Safety Policy and the City of London's Equal Opportunity Policy in order to A) give due regard at all times to the health

and safety of both themselves and others when carrying out their duties and B) promote equality of opportunity in relation to the duties of the post.

18. To support the vision of the Vice Principal and Director of Production Arts and the wider Production Arts Department, including in the aim of promoting the Guildhall School both nationally and internationally.
19. To undertake any other duties that may reasonably be requested appropriate to the position.



PERSON SPECIFICATION	
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<b>Department</b>	Guildhall School of Music and Drama – Production Arts Department
<b>Grade &amp; Level</b>	F
<b>Trent Position Number</b>	

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.

#### Technical Skills/Professional Qualifications

##### Essential

- Degree level qualification in a related subject. (A, I)
- Significant industry experience in professional digital media conception, production, design and realisation. (A, I)
- Ability to lead on all aspects of learning, teaching, assessment and quality assurance associated with an undergraduate degree programme. (A, I)
- Excellent written communication skills in order to develop and maintain an undergraduate degree programme in accordance with artistic and academic objectives. (A, I)
- Excellent oral communication skills with the ability to teach students, collaborate on teaching with a range of academic staff and forge successful links with partner organisations. (A, I)
- Ability to operate as part of a team through consultation, cooperation and evidencing mutual professional respect. (A, I)
- Ability to establish and maintain effective relationships at all levels and in particular to inspire and motivate students. (A, I)
- Ability to lead a team. (A) (I)
- Ability to determine strategic direction and implement strategic aims. (A) (I)
- Ability to use a range of IT systems and resources confidently and to good effect in relation to communication and in support of pedagogy. (A, I)

##### Desirable

- HE Teaching qualification or other equivalent qualification in drama/performing arts/education. (A, I)
- A Masters Degree would be desirable in an education or performing arts discipline. (A, I)

#### Experience

##### Essential

General evidence of professional duties including:

- Substantial programme/module management within a Higher Education Drama/Performance context. (A,I)

- Versatile and creative theatre production and design educator, with significant experience of teaching and assessment at HE level.
- Significant experience of curriculum development in a digital/theatre/performance production/design context (A,I)
- Proven track record of working in the performing arts/production field within a higher education setting. (A,I)
- Substantial knowledge of standard processes and expectations of the higher education sector, including matters relating to learning and teaching, the facilitation of student-centred learning, assessment, and quality assurance. (A,I)
- Experience of implementing and improving systems in respect of the provision of degree programmes in a HE setting. (A,I)
- Experience of managing student recruitment. (A,I)
- Experience of managing the work of colleagues. (A,I)
- Excellent interpersonal skills including developing effective and mutually beneficially relationships with students and colleagues. (A,I)
- Experience of managing budgets. (A,I)
- Experience of working independently under pressure. (A,I)
- Ability to anticipate, negotiate and solve problems to ensure a successful outcome. (A,I)
- Excellent time management skills and able to prioritise and manage own workload. (A,I)

## **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 £55,300 - £62,390 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**

Two months' 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.