

Job Description

Job Title: Lecturer in Performance Design

Department: Production Arts

Grade: E

Location: Milton Court

Responsible to: Programme Leader, BA Performance Design

Responsible for: N/A

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

To be responsible for the teaching, learning and supervision of under-graduate students on the BA (Hons) Production Arts programme, including the preparation, delivery and assessment of course materials. Further, to teach Performance Design skills - CAD, Associated Studies - on the BA (Hons) Production Arts, with personal tutor responsibility across the Production Arts Department.

Main Duties & Responsibilities

1. To teach students in both theory and practice of performance design through practical instruction and the supervision of project work.
2. To deliver teaching specifically in the areas of computer-aided design (CAD) for performance design, alongside digital design packages Procreate and Adobe Photoshop.
3. To monitor, assess, mark and provide documented feedback on the work of students at all levels of the programme.
4. To work with students from other Guildhall School of Music & Drama programmes as appropriate and especially where their learning interfaces with that of Performance Design students.
5. To develop, design, deliver and review the syllabus and materials for the teaching of performance design at all levels of the programme.
6. To contribute to the periodic review of the programme(s), evaluating the programme structure, teaching and assessment strategies, and overall programme delivery, utilising feedback from staff, students and external examiners.



7. To maintain awareness of developments in both Higher Education and performance design contexts through engaging with relevant conferences, workshops and discussion fora, reporting on these to the Programme Board where required, and ensuring that they feed into programme enhancements.
8. To assist the Programme Leader in the interviewing and selection of students for the Performance Design programme.
9. To support visiting tutors in their work on the programme, and to interview potential new staff members as required.
10. To support BA Performance Design students working in performance spaces, attending technical and dress rehearsals and performances as necessary to fully assess students' work and ensure the smooth operation of productions and projects.
11. 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.
12. To ensure efficient and cost-effective operations within the resources allocated in accordance with CoL financial regulations and procedures.
13. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and always give due regard to the health and safety of both themselves and others when carrying out their duties.
14. 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.
15. To undertake any other duties that may reasonably be requested appropriate to the grade.

Person Specification

Job Title: Lecturer in Performance Design

Department: Production Arts

Grade: E

Trent Position number:

DBS Criterion: No DBS

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

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

1. Educated to degree level in performance design, theatre design or scenography (A)
2. Prior teaching experience and/or teaching qualification (A), (I)

Experience Required

1. Extensive professional experience as a designer of live performance (A) (I)
2. Experienced at teaching practical tools and skills for the practice of performance design (A), (I)
3. Experienced at supporting students at undergraduate level in performance design or production arts projects (A), (I)
4. Practiced in devising and delivering imaginative projects or workshops in the creative arts (A), (I)

Technical Skills & Knowledge

1. Strong craft-based and digital skills associated with performance design practice (A), (I)
2. Excellent practice-based knowledge of AutoCAD, Procreate and Adobe Photoshop (A), (I)
3. Comprehensive knowledge of the history of art and design and the contemporary practice of performance design (A), (I)
4. Excellent spoken and written communication skills (A) (I)

Other Relevant Information

The normal hours of work are 35 hours per week excluding lunchbreaks. You may occasionally be required to work additional hours to fulfil your responsibilities. Supporting students in Year 2 and 3 on performance project work may involve some evening supervision and working off-site 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.



It is accepted that someone in this role may wish to continue in their freelance practice, and this will be encouraged by the Programme Leader, providing the duties relating to the teaching post are being fully discharged. Term-time freelance work outside Guildhall may be arranged in negotiation with the Programme Leader, around the fixed BA Performance Design timetable and well in advance.

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) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

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.

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £47,620 – £53,310 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.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

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.

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.

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.



City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

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

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.