

## Job Description

**Job Title:** Stage Management Lecturer  
**Department:** Production Arts  
**Grade:** E  
**Location:** Guildhall School of Music and Drama  
**Responsible to:** Head of Stage Management  
**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 development and delivery of the teaching and learning of Stage Management and related areas, overseeing student production/project 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 are an indication of the type and level of duties expected of the post.

1. To teach, monitor, assess and supervise students working in the department, in the form of classroom and production / project-based teaching.
2. To ensure that students follow safe working practice at all times.
3. To develop, design, deliver and review the syllabus and materials for the teaching of stage management and related areas at all levels of the department's provision.
4. To liaise with in-house and freelance creative teams to ensure that the students are interpreting their requirements appropriately and providing a level of support appropriate to the students as emergent professional practitioners.



5. To advise on appropriate workloads for the stage management students (and other students where relevant) with regard to their educational needs and to schedule, supervise and ensure the completion of such work.
6. To attend rehearsals, strikes and performances as necessary to support the students and assess their work.
7. To provide pastoral care to specific students on the programme as a Personal Tutor, as required by the Director of Production Arts and/or Programme Leader, in accordance with agreed guidelines for these roles.
8. To teach relevant and emerging industrial practice and retain membership of relevant professional bodies, showing commitment to continuous professional development
9. To ensure that the highest standards of professional behaviour, co-operation, health and safety practices and good housekeeping are maintained in the department, as laid down in the City of London Corporation Policies and Procedures in the Staff Handbook, acting as a role model for the students in these standards.
10. To work with students and staff from other Guildhall programmes as appropriate and especially where their learning and teaching interfaces with that of Production Arts students.
11. To represent the stage management department at meetings as required the Head of Stage Management, participating as appropriate and deputise for the Head of Stage Management when necessary.
12. To contribute to the production of any documents or reports deemed necessary by the Head of Stage Management.
13. To participate in the selection of new students for the programme.
14. To seek and promote sustainable practices.
15. 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.
16. 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.
17. To undertake any other duties that may reasonably be requested appropriate to the grade

# Person Specification

**Job Title:** Stage Management Lecturer  
**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 OR equivalent professional experience (A)
2. Understanding of and ability to implement high production values in relation to theatre and performance (A) (I)
3. Teaching qualification (PG Cert or equivalent) or previous teaching experience and/or willingness to undertake relevant training (A)

## Experience Required

1. Extensive industry experience that demonstrates continued high standing in the profession. (A) (I)
2. Significant professional experience in Stage Management in some of the following areas: theatre; opera; events; film; television (A) (I)
3. Able to oversee students' work in novel settings for performance (for example digital, site-specific, and festival-based production) (A) (I)
4. Able to work with and inspire students (A) (I)
5. Organised and able to meet deadlines (A) (I)
6. Able to manage own workload (A) (I)
7. Able to develop and sustain relationships with colleagues and students (A) (I)
8. Excellent time management (A)
9. Able to use initiative and make decisions (A) (I)
10. Able to multitask and work under pressure of time and competing demands (A) (I)



## Technical Skills & Knowledge

1. Experience of managing scheduling and budgets (A)
2. Excellent IT skills including Microsoft Office and Teams (A) (I)
3. Able to communicate effectively both orally and in writing. (A) (I)

## Other Relevant Information

1. This is a full time fixed term contract: 8<sup>th</sup> September - 12<sup>th</sup> December 2025
2. 35 hrs per week to include occasional evening and weekend work.
3. Primarily based in Milton Court and Silk Street
4. Some rehearsals and productions are at external venues

## 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 fixed term 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 full term 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.