

## **PROFESSORS OF ELECTRONIC & PRODUCED MUSIC**

### **Job Description**

**Responsible to:** Head of Electronic & Produced Music

**Responsible for:** Students

### **Role Objective**

To teach a range of one-to-one lessons, group classes and occasional group master-class sessions in Electronic & Produced Music Disciplines for both principal and supporting study students, to guide their musical and artistic development and to report on their progress as required by the Head of Department.

### **Duties**

1. To teach Principal Study specialisms in Electronic & Produced Music – across Electronic Music, Film Music, Sonic Art, Game Audio, Live Electronics, Popular Music Production, Songwriting, Produced Music & New Media as appropriate to the professor's expertise and as directed by the Head of Department and Pathway Leaders.
2. To coach outside studio contexts as appropriate (live performance, installation etc.)
3. To conduct internal masterclasses as directed by Head of Department.
4. To participate in Faculty concerts as directed by Head of Department.
5. To participate in Student/Faculty concerts as directed by Head of Department
6. To represent the institution in high level external masterclasses.
7. To represent the institution as a specialist Electronic Musician/Producer/Composer externally.
8. To act as an ambassador for the School as directed by the Director of Music.
9. To participate in research projects where relevant.
10. To be responsible for formal scheduled teaching, and informal assessment (in relation to assigned students). Included within the hours allocated to this work are the preparation of learning materials, personal research, and all necessary administration.
11. To monitor the progress and achievement of students throughout their period of study.
12. To manage the preparation and participation of assigned students in a range of Electronic & Produced Music activities including pitches and performances, installations, productions, outreach work, master classes and workshops, competitions and outside engagements.
13. To participate, if requested, with the Head of Department and other senior colleagues in the auditioning and admissions procedures (for an additional fee).
14. To participate, if requested, with the Head of Department and other senior colleagues as a member of a panel for cohort or departmental examinations (for an additional fee).
15. To contribute to programme and curriculum development where appropriate.
16. To raise the profile of the Department by promoting the School in outside activity and assisting in the recruitment of students of the highest quality.

17. To liaise with the department to assist providers of student support services within the School in providing advice to students with special learning needs.
18. To liaise as required in the administration arrangements of the Department.
19. To liaise with other School Departments on collaborative activity.
20. To carry out other departmental duties from time to time as agreed with the Head of Department and Director of Music.

**HEALTH & SAFETY:** To take reasonable care for all health and safety matters relating to this post, including the health and safety for any staff and students reporting to the post holder, in accordance with the Guildhall School of Music & Drama and the Corporation of London's Health and Safety procedures.

**EQUAL OPPORTUNITIES:** To conduct all activities taking account of the Corporation'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 and any direct reports comply with the policy in all their activities.

**POLICIES & PROCEDURES:** To comply with all the Guildhall School's policies and procedures.

**PROFESSORS OF ELECTRONIC MUSIC**  
**Person Specification**

	<u>Essential</u>	<u>Desirable</u>
<b>Technical skills, qualifications and experience</b> <ul style="list-style-type: none"> <li>• An accomplished Musician/Composer/Producer with international standing in any specialism within the broad profession of Electronic &amp; Produced Music.</li> <li>• International reputation as a EPM pedagogue.</li> <li>• Ability to curate projects as directed by Director of Music.</li> <li>• Ability to balance and reconcile the needs of electronic arts and higher education.</li> <li>• Knowledge of broader issues affecting making a living as a professional musician</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> </ul>
<b>Business Skills</b> <ul style="list-style-type: none"> <li>• Able to communicate well effectively both orally and in writing.</li> <li>• Able to develop and sustain relationships with Guildhall School colleagues, clients and students.</li> <li>• Area of specialist expertise as an Electronic Musician/Composer/Producer and/or Teacher.</li> <li>• Network of contacts in the specialism and teaching worlds.</li> <li>• Ability to work in a team if required.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	
<b>Personal Skills</b> <ul style="list-style-type: none"> <li>• Ability to prioritise and manage own workload.</li> <li>• Ability to be logical and able to apply an innovative approach to problem solving.</li> <li>• Self motivated, self-starter with a calm and professional approach.</li> <li>• Efficient, organised and able to meet deadlines.</li> </ul>	<ul style="list-style-type: none"> <li>✓</li> <li>✓</li> <li>✓</li> <li>✓</li> </ul>	

## **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 12 month fixed-term basis.

### **Salary**

The hourly rate of pay for your working hours for teaching will be £49.31 per hour to £76.42 (including holiday pay), depending on experience and standing. You will only be paid for the hours you actually work and for the equivalent proportion of annual leave to which each hour you work entitles you.

### **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**

The times/days when teaching is normally to take place shall be arranged by agreement with your Head of Department before the beginning of each term. For this purpose, terms are deemed to begin in September, January and April (actual start dates will vary each year).

### **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the last working day of the month.

### **Annual Leave**

The annual leave year runs from 1st September to 31st August each year. Payment in respect of your annual entitlement, equivalent to 28 days pro rata, is included in the total hourly rate of pay for your working hours. Your total hourly rate, therefore, will contain an element equivalent to 1/11th of the hourly rate in respect of your entitlement to paid annual leave. The amounts of total pay.

### **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 one academic year probationary period. Should either party wish to terminate the employment during this period, then one months' notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

1 full terms' 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.

### **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.