



JOB DESCRIPTION	
Job Title	Lighting Tutor (Hourly-paid, Fixed Term)
Department	Guildhall School of Music & Drama (Drama Department)
Grade	Hourly Paid Professor – Grade 4
Location	Guildhall School of Music & Drama
Responsible to	Head of Theatre Technology
Responsible for	N/A

Background

The Guildhall School of Music and Drama, is a world leading specialist Performing Arts Conservatoire, investing in the artists of today and tomorrow. Guildhall School is a vibrant, international community of young musicians, actors and production artists in the heart of the City of London. Ranked as one of the top conservatoires in the Guardian music and drama league tables, the School is a global leader of creative and professional practice, which promotes innovation, experiment and research, with over 1,000 students in higher education, drawn from nearly 60 countries around the world.

We are seeking an inspirational individual to join our team as Lightng Tutor. Our training is highly regarded in the industry for the passion, quality and rigour of the teaching: renowned for the combined focus on craft training, care and attention to individual student development, and the strong ensemble ethic shared by staff and students. It is a significant time to be joining the Production Arts Department at Guildhall, with plans over the coming years for further new programmes and cross-School initiatives, all of which will share the Department's commitment to inclusivity, representation and progressive practice.

Purpose of Post

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 teach and supervise students working in the department, in the form of classroom and production-based teaching which may occur concurrently.
- 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 provide 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 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.

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.

City of London additional responsibilities (may overlap with the above):

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.

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.

To undertake any other duties that may reasonably be requested appropriate to the grade



PERSON SPECIFICATION	
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Please find below the key skills, experience and core behaviours required to undertake this post. Evaluation of the will take place at application (A), interview (I) or by means of a test (T)

Technical Skills / Professional Qualifications / Relevant Education & Training

Essential

- Qualification in a relevant subject and/or equivalent professional experience (A)
- A sound knowledge and understanding of lighting technologies and design in relation to movement for actors (A,I)
- A specialist knowledge in ETC lighting desks, Autocad/Vectorworks, lighting/show networks, Production Electrics (A,I)
- Confident with IT and methods of online teaching delivery, such as MS Teams, Zoom and Moodle (A,I)
- Ability to work flexible hours, including evenings (A)
- Ability to work collaboratively as part of a team (I)
- Exceptional communication skills (A,I)
- Effective time management and organisational skills (I)
- Proven ability to motivate and inspire students to attain the highest levels of achievement (A,I)
- Self-motivated, with a calm and professional approach (A,I)
- Efficient, organised & able to meet deadlines (A,I)
- Able to develop & sustain relationships with Guildhall School colleagues, clients & students (A,I)

Desirable

- Higher degree or teaching qualification in a relevant subject
- Professional qualification in relevant subject

Experience Required

Essential

- Experience of teaching subject area, preferably in a conservatoire or accredited drama school (A)
- Current industry experience of working with creatives professionally in the context of lighting (A, I)
- Experience of creating an inclusive culture and pedagogy (I)
- A thorough understanding and appreciation of theatre and the wider industry profession (A,I)

Desirable

- Current industry experience of working as a lighting designer/production technician (A, I)
- Evidence of continuing professional development
- Knowledge of a range of theorists and practitioners to enhance teaching and performance

Recruitment – Note to Applicants

These key skills and core behaviours 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). It is essential you address each of these on the application form on the section for supporting information.

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 from 8 September 2025 – 3 October 2025.

Salary

The hourly rate will be £49.31 per hour.

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). Checks on delivery of hours confirmed in the statement of hours will be undertaken to confirm the delivery before payment.

Frequency and Method of Payment

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 31st of each month or the preceding working day.

Annual Leave

The annual leave year runs from 1 September to 31 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.

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 terms notice 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.