



JOB DESCRIPTION	
<b>Job Title</b>	Audition Panellist (Acting)
<b>Department</b>	Guildhall School of Music & Drama – Drama Department
<b>Status</b>	Casual Worker – hourly paid
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Head of Acting

### Background

Guildhall School is a vibrant, international community of musicians, actors and production artists in the heart of the City of London. Ranked as number one in Arts, Drama & Music by the [Complete University Guide 2025](#), and in the top four in the world for [Music](#) and [Performing Arts](#) by the QS World University Rankings 2025, we deliver world-class professional training in partnership with distinguished artists, companies and ensembles.

As a global leader in creative and professional practice, we promote innovation, experiment and research, and are also one of the UK's leading providers of lifelong learning in the performing arts, offering inspiring training for children, young people, adult learners, and creative and business professionals.

Innovative in structure and approach our BA Honours in Acting programme supports students to connect with their own authentic selves. We are committed to the development of each student's unique and individual practice. Our Acting programme is constantly evolving to meet the demands of the 21<sup>st</sup> century, whilst maintaining a deep commitment to craft training and the ensemble ethos. The Drama Department currently receives over 2000 applications for the 28 places on its BA Acting programme.

### Purpose of Post

The role holder will play an integral role in the audition experience offered to applicants ensuring that the process is fair, inclusive and representative. Working alongside other panel members, the role holder will be responsible for reviewing first round recorded auditions, conducting second round in-person auditions and making decisions on applicants' suitability to progress to the next stage of the audition process, communicating all decisions to the Production Arts and Drama Administration Office within the appropriate timeframes.

### Main Duties and Responsibilities

The role holder will:

- 1) In collaboration with a co-panellist, review first round recorded auditions and conduct in-person second round auditions, and based on prescribed criteria make a decision on progression.
- 2) Complete the required report for each applicant and submit it to Production Arts and Drama Administration for processing within the timeframes specified.
- 3) Bring to the attention of the Production Arts and Drama Administration office any technical issues that may prevent a recorded audition from being reviewed.
- 4) Ensure that all relevant School policies and appropriate programme-specific practices are adhered to particularly in relation to Equality, Diversity and Inclusion and GDPR regulations.

- 5) Undertake any training relevant to the role as determined by the Head of Acting and attend meetings as required.
- 6) Be fully conversant with the current teaching and learning experience offered to students within the new BA Acting programme and maintain an awareness of how the School is responding to the needs of the fast-changing industry.

## PERSON SPECIFICATION

Please find below the essential knowledge and skills required to undertake this post. These will be evaluated at application (A) and interview (I) where indicated.

### Essential Knowledge and Skills

- A good knowledge of actor training at a vocational or professional level (A, I)
- Significant and proven experience of working in the Acting Industry and/or teaching at higher education or conservatoire level (A, I)
- A proven commitment to inclusive and equitable practice (A, I)
- A strong ability to work collaboratively, listening and valuing the opinions of others (A)
- A good knowledge of the current issues and developments in the Acting industry (A, I)
- Proven experience of working flexibly and productively (A)
- Excellent oral and written communication skills, including attention to detail (A)
- Good IT skills and working knowledge of MS Office products, including MS Teams (A)
- Proven time management skills and the ability to multi-task and prioritise work to meet challenging deadlines (A)

These will be used in the decision-making process for recruitment. It is essential you address each of these in your covering letter and provide examples of how you have exhibited the essential knowledge and skills in previous role(s).

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided.