



Job Description

Job Title: Head of Pathway (Stage Management)

Department: Production and Design – Guildhall School of Music and Drama

Grade: F

Location: Guildhall School of Music and Drama

Responsible to: Programme Leader, BA Production Arts

Responsible for: Lecturers, Tutors, Assistants and freelance workers engaged in the delivery of the Pathway

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 lead the Specialist Pathway as a member of the Production and Design Management Team taking responsibility for all matters relating to preparation, delivery and assessment of course materials for that Pathway and contributing to the overall development delivery and assessment of Production and Design programmes and School productions/projects.

To be responsible for ensuring the integrity of the academic programme pathway (Stage Management) in terms of structure, learning and assessment strategies.

In conjunction with the Director of Production and Design to design and develop new academic programmes and procedures.

To line manage teaching staff and control budgets as appropriate.

Main Duties & Responsibilities

1. To be responsible for ensuring the integrity of the academic programme pathway by ensuring that teaching, assessment and feedback strategies are aligned with the programme and pathway aims and objectives and that assessment standards are commensurate with the stated level of the programme year or programme award.
2. To take the lead in the periodic review of the programme pathway, evaluating the pathway structure, teaching and assessment strategies, and overall pathway delivery, utilising feedback from staff, students and external examiners.



3. To co-ordinate programme developments, amendments and enhancements in liaison with division directors, and academic and administrative heads of department as appropriate.
4. To develop and maintain awareness and understanding of sector-wide developments in both Higher Education and industry contexts through engaging with relevant conferences, workshops and discussion fora, reporting on these to the Programme Board, and ensuring that they feed into programme enhancements.
5. To line manage relevant teaching staff, ensuring completion of annual appraisal or annual review as appropriate.
6. In conjunction with the Director of Production and Design to review and manage the current Production and Design programmes and to design and develop new academic programmes and procedures.
7. To monitor and moderate assessment of Production Arts academic programmes.
8. To control the budget of Pathway-specific support staff, equipment, maintenance and teaching materials to ensure efficient and cost-effective operations within the resources allocated in accordance with CoL financial regulations and procedures.
9. To teach and assess students at all academic levels and across all Pathways of the BA (Hons) Programme in both theory and practice as appropriate to personal expertise in the field of Pathway specialism (Stage Management).
10. To give practical instruction and supervision in Pathway specialism (Stage Management) throughout the production process at all academic levels as appropriate to personal expertise.
11. To assess students' practical and written work in Pathway specialism (Stage Management) at all academic levels as appropriate to personal expertise.
12. To provide comprehensive written feedback to students on all assessed work.
13. To provide comprehensive written reports as required to advise the Director and academic committees on purchasing strategy, research initiatives, IT requirements, curriculum development etc.
14. To undertake research (and/or professional practice) and scholarship and maintain a profile in the public domain as an expert in the discipline.
15. To actively maintain skills and knowledge of current and emergent theatre practice both through relationships with professional industry contacts and associations and by undertaking appropriate training where necessary, using this knowledge to inform programme developments.
16. To take responsibility for scheduling Pathway-specific classes (both theoretical and practical) in conjunction with the Production and Design Management Team, including the provision of timely and accurate information to students and staff in the department.



17. To retain membership of relevant professional bodies and show commitment to continuous professional development, undertaking training when necessary.
18. To assist the Programme Leader in the interviewing and selection of students for the relevant pathway in the Production and Design programmes.
19. To assist the Director of Production and Design in the recruitment and supervision of permanent and freelance teaching and/or production staff, to include appraisals, capability and training.
20. To be responsible for ensuring compliance with CoL, Guildhall School and Production Arts policies and procedures.
21. To be responsible for ensuring compliance with Health & Safety legislation in the administration and operation of the Pathway, including the organisation of relevant risk assessments and any consequent corrective action, liaising with the Production Arts Management Team and other relevant departments.
22. To participate in the work of School committees (e.g. Production and Design Programme Board, Teaching & Learning Committee, Research Committee, Ethics Committee etc.) and School activities and where appropriate to represent the department and extend its influence throughout the school on such occasions.
23. To deputise for the Director of Production and Design and Programme Leader as required at School meetings and meetings with external stakeholders.
24. To represent the School with external professional bodies e.g. Association of British Theatre Technicians, (ABTT), National Council for Drama Training (NCDT), Conference of Drama Schools (CDS), and OISTAT etc. as appropriate to the work of the Pathway.
25. 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.
26. 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.
27. To undertake any other duties that may reasonably be requested appropriate to the grade
28. [Budget Holders Only] Comply with the City Of London Financial Regulations and properly monitor and report budget outturn positions on a regular basis as required, including alerting the Line Manager and Chamberlains representative of any significant budget variance in a timely manner and taking appropriate corrective action



Person Specification

Job Title: Head of Pathway (Stage Management)

Department: Production and Design

Grade: F

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

- Degree level qualification or relevant industry experience in a related subject. (A, I)
- Significant industry experience in Pathway specialism (stage management) (A, I)
- Ability to lead on all aspects of learning, teaching, assessment and quality assurance associated with a degree programme/pathway. (A, I)
- Excellent written communication skills in order to develop and maintain degree pathways/programmes in accordance with artistic and academic objectives. (A, I)
- Ability to determine strategic direction and implement strategic aims in respect of production arts programmes (A) (I)
- Ability to oversee high production values in relation to theatre and performance (A) (I)
- Up to date knowledge of CDM / Health and Safety and commitment to promoting safe working, as relevant (A)
- Able to oversee students' work in novel settings for performance (for example digital, site-specific, and festival-based production) (A) (I)
- Excellent oral communication skills with the ability to teach students, collaborate on teaching with a range of academic staff and forge successful links with industry bodies (A, I)
- Excellent written communication skills in order to write reports, assessments, academic programmes and procedures.
- Ability to lead a team and manage teaching staff. (A) (I)
- Ability to operate as part of a team through consultation, cooperation and evidencing mutual professional respect. (A, I)

- Ability to establish and maintain effective relationships at all levels and in particular to inspire and motivate students. (A, I)
- Ability to use a range of IT systems and resources confidently and to good effect in relation to communication and in support of pedagogy. (A, I)
- Able to work with and inspire students (A) (I)
- Able to undertake and share research in area of specialism (A) (I)
- Able to multitask and work under pressure of time and competing demands (A) (I)
- Excellent IT skills including Microsoft Office, including Teams (A) (I)

Experience Required

- Versatile and creative theatre production and design educator with significant experience of teaching and assessment at HE level.
- Extensive industry experience that demonstrates continued high standing in the profession (may include experience of working in digital media/film/television where relevant to the Pathway) (A) (I)
- Substantial programme/module management within a Higher Education Drama/Performance context. (A, I)
- Significant professional experience in Pathway specialism (Stage Management) including theatre and events (A) (I)
- Substantial knowledge of standard processes and expectations of the Higher Education sector, including matters relating to learning and teaching, the facilitation of student-centred learning, assessment, and quality assurance. (A, I)
- Experience of managing scheduling and budgets (A)
- Experience of managing people and projects (A)
- Experience of working in a HE environment (A) (I)
- Organised and able to meet deadlines (A) (I)
- Able to manage own workload and co-ordinate and manage the work of others (A) (I)
- Able to develop and sustain relationships with colleagues and students (A) (I)
- Excellent time management (A)
- Able to use initiative and make decisions (A) (I)
- Able to maintain calm under pressure (A)
- Self-motivated and a self-starter (A)

Other Relevant Information

Desirable:

- Experience in the use of software relevant to activities within the specialist Pathway (e.g. graphic design, video editing, image production, scheduling, project management) (A)
- Experience of working in the film or television industry
- Specialist skills appropriate to elements of the Pathway (e.g. score reading, systems design, construction) (A)
- Experience working on innovative and digital projects (A)



Relevant information:

- Working hours will variously involve some evening and weekend work.

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 £59,060 – £66,670 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 academic 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.