



# Job Description

**Job Title: Production Management Supervisor / Lecturer**  
**Department: Production and Design**  
**Grade: E**  
**Location: Guildhall School of Music and Drama**  
**Responsible to: Associate Producer**  
**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

Reporting to the Associate Producer the post-holder will teach Production Management and oversee School productions leading teams of Production and Design staff and students and liaising closely with colleagues from the departments of Music and Drama. The Production Management Lecturer works within the academic framework of the Production and Design department to maintain the highest possible production values and support effective student learning.

## Main Duties & Responsibilities

1. To production manage a proportion of School productions, including scheduling, budgeting, and risk assessment, in conjunction with students on the Production and Design degree programmes, working closely with the Associate Producer.
2. To oversee the build, fit up, on stage rehearsals, first night and strike of productions which are allocated to them.
3. To work with freelance directors, designers and lighting designers, interpreting their requirements, advising on the safety and feasibility of designs and ensuring best value and high production standards throughout the production process.
4. Subsequent to productions to oversee the appropriate storage or disposal of production elements in accordance with departmental policy on sustainability.
5. 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.



6. To manage the handling of petty cash, credit cards and order forms in line with the Corporation of London's Financial Regulations and to keep appropriate records.
7. To develop, design, deliver and review the syllabus and materials for the teaching of production management at all levels of the programme. To teach, assess and supervise students working in the department, in the form of classroom and production-based teaching which may occur concurrently.
8. 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.
9. To ensure that all production work is supervised appropriately at all times.
10. To assess, mark and provide documented feedback on the work of students at all levels of the programme.
11. To help develop, deliver and review the overall syllabus and learning strategies of the programme.
12. To represent the production management department at staff meetings, production meetings and at Assessment Boards and to attend other meetings as required by the Director of Production and Design, participating as fully as possible.
13. To work with students and staff from other GSMD programmes as appropriate and especially where their learning and teaching interfaces with that of Production and Design students.
14. 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.
15. 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.
16. To undertake any other duties that may reasonably be requested appropriate to the grade.
17. 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: Production Management Supervisor / Lecturer**

**Department: Production and Design**

**Grade: E**

**Trent Position number:**

**DBS Criterion:** No DBS required.

**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 Production Management (A, I)
- Ability to contribute to all aspects of learning, teaching, assessment and quality assurance associated with a degree programme. (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 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 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 / professional with 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)
- Significant professional experience in Production Management including theatre and events (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 Production Management (e.g. CAD, scheduling, project management) (A)
- Experience of working in opera and film
- Specialist skills appropriate to elements of the programme (e.g. systems design, construction) (A)
- Experience working on innovative and digital projects (A)

#### **Relevant information:**

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



## **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 £49,140 to £55,000 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.