



<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Lecturer in Technical Management
<b>Department</b>	Production Arts, Guildhall School of Music & Drama
<b>Grade</b>	E
<b>Location</b>	Guildhall School of Music & Drama
<b>Responsible to</b>	Head of Theatre Technology
<b>Responsible for</b>	Freelance and casual staff

### **Purpose of Post**

To be responsible for the development and delivery of the teaching and learning of Technical Management and related areas, overseeing student activities whilst working within the academic framework of Guildhall and the Production Arts Department.

### **Main Duties & Responsibilities**

The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather are an indication of the type and level of duties expected of the post.

- To develop, design, deliver and review the syllabus and materials for the teaching of Technical Management, Stage Technology and related areas at all levels of the department's provision.
- To teach, assess and supervise students working in the department, in the form of classroom and production/project-based teaching which may occur concurrently. To provide documented feedback on the work of students at all levels of the programme.
- To undertake academic administration relating to programme delivery, student assessment and quality assurance.
- To provide pastoral care to specific students on the programme as a Personal Tutor, as required by the Director of Production Arts and/or Programme/Pathway Leader, in accordance with agreed guidelines for these roles.
- To plan, lead, and oversee Technical Management and Stage Technology rigging, plotting and operating requirements for GSMD projects/productions in conjunction with the relevant production and teaching staff, Performance Venue technicians and students on the Production Arts degree programmes.

- To maintain the highest standards of health and safety. To include electrical and mechanical maintenance and troubleshooting and system administration in conjunction with the Performance Venue technicians. To ensure that all production work is supervised appropriately and attend, as necessary, technical and dress rehearsals.
- To research, coordinate and plan the Technical Management and Stage Technology requirements (of the Production Arts department, and to produce proposals for capital funding/equipment provision.
- To work collaboratively with the associate producer, project/production directors and designers, interpreting their requirements and ensuring best value and appropriate production standards throughout the production process, within overall budgets and schedules. This may involve system design and deciding on appropriate technology and workloads for the projects/productions with regard to the educational needs of the department. To schedule, supervise and ensure the completion of such work.
- Where appropriate, to monitor the hours of work of students allocated to the department and ensure that they take sufficient breaks.
- To assist in supporting other Production Arts departments by providing Technical Management support in conjunction with the Performance Venue technicians.
- To help cover for the other Theatre Technology Lecturers in their absence and to help supervise the work of the technicians and temporary or freelance staff.
- To jointly manage the Technical Management teaching, production, maintenance and depreciation budgets, and to help specify, hire/buy and maintain equipment.
- To provide first-line maintenance of equipment, as appropriate, in conjunction with the Performance Venue technicians, to ensure that the standard and safety of equipment is up to date and in line with professional theatre and entertainment arts standards.
- 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.
- To work with students and staff from other Guildhall School programmes as appropriate and especially where their learning and teaching interfaces with that of Production Arts students.
- To maintain good relationships with outside suppliers, organisations, contractors, licensing authorities and the Corporation of London with a knowledge of their procedures.

- To carry out, implement, review and keep records of risk assessments for specific productions and day to day activities, as required.
- To research and interpret information from a variety of sources including multiple forms of nonstandard information.
- To jointly manage the administration associated with the department working within the Corporation of London's Financial Regulations.
- To jointly manage the handling of petty cash, credit cards and order forms in line with the Corporation of London financial regulations and keep appropriate records.
- To remain aware of relevant and emerging industrial practice, equipment and techniques and to develop and use this in the teaching of stage technology appropriate to degree-level education.
- To retain membership of relevant professional bodies, and show commitment to continuous professional development, undertaking training when necessary.
- To undertake research and scholarship appropriate to the role and maintain a profile in the public domain as an expert in the discipline.
- To represent the Theatre Technology Pathway and/or Production Arts department at meetings as required by the Director of Production Arts and/or the Programme/Pathway Director, participating as appropriate.
- To deputise for the Head of Theatre Technology, as appropriate, when necessary.
- To contribute to the production of any documents or reports deemed necessary by the Director of Production Arts and/or the Programme Director and/or the Head of Theatre Technology Pathway of the programme.
- To seek and promote sustainable practices.
- To undertake any other duties that may reasonably be requested appropriate to the grade.

## **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. To undertake risk assessments and ensure compliance with relevant CDM protocols and 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.

### **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 and any direct reports comply with the policy in all their activities.



PERSON SPECIFICATION	
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<b>Trent Position Number</b>	

Please find below the key skills and core behaviours required to undertake this post.

### **Technical Skills / Professional Qualifications / Relevant Education & Training**

- Educated to degree level or equivalent professional experience
- Teaching qualification (PG Cert or equivalent) or previous teaching experience and / or willingness to undertake training with a view to securing Higher Education Academy accreditation
- Skilled in the use of a broad range of professional stage machinery and automation/rigging systems (e.g. counterweight flying, power flying, automation, hydraulic and pneumatic systems, lifts, revolves, trucks, and safety systems etc.)
- Skilled in the design, installation, programming, troubleshooting and maintenance of the above in the context of a producing theatre.
- Knowledge of best practice with eChameleon and Kinesys systems
- Excellent IT skills including CAD and 3 DS Max; and Microsoft Office, including Teams (A) (I).
- Up to date knowledge of CDM and Health & Safety, and commitment to promoting safe working (A)
- Able to multitask and work under pressure of time and competing demands (A) (I)
- Able to communicate effectively both orally and in writing. (A) (I)

### **Experience Required**

- Extensive industry experience that demonstrates continued high standing in the profession (A) (I)
- Able to oversee students' work in novel settings for performance (for example digital, site-specific, and festival-based production) (A) (I)
- Able to work with, inform and inspire students (A) (I)
- Able to undertake and share research in area of specialism (A) (I)
- Commitment to equality, diversity and inclusion (A) (I)
- Ability to communicate effectively both orally and in writing (A) (I)
- Organised and able to manage own workload and to meet deadlines (A)
- Ability to manage a team and co-ordinate work of others (A) (I)

- Experience of managing scheduling and budgets (A)
- 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 remain calm under pressure (A)
- Self-motivated and a self-starter (A)

**Other Relevant Information eg. working hours or desirables (if applicable)**

**Desirable:**

- Experience of working in a Higher Education environment (A) (I)
- Experience in professional work with pyrotechnics (A)
- Experience working on innovative and digital projects (A)
- Experience in programming E Chameleon / Kinesys and using relevant control desks (A) (I)

**Relevant information:**

- Working hours will variously involve some evening and weekend work, sometimes at very short notice. Will involve working away from the Guildhall School from time to time.

**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). It is essential you address the criterion marked as (A) on your application form in 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**

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.

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is £46,050 to £51,530 including Inner London Weighting 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.

### **Contract**

Permanent.

### **Hours of Work**

Normal hours of work are from 9.00 am to 5.00 pm being 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 11<sup>th</sup> 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.

### **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.

### **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

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.

### **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**

Three months' notice in writing by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides 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.

### **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.