



Job Description

Job Title: Stage Management Lecturer
Department: Production Arts
Grade: E
Location: Guildhall School of Music and Drama
Responsible to: Head of Stage Management
Responsible for: N/A

Purpose of Post

To be responsible for the development and delivery of the teaching and learning of Stage Management and related areas, overseeing student production/project 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.

1. To teach, assess and supervise students working in the department, in the form of classroom and production/project-based teaching which may occur concurrently
2. To develop, design, deliver and review the syllabus and materials for the teaching of stage management and related areas at all levels of the department's provision.
3. To liaise with in-house and freelance creative teams to ensure that the students are interpreting their requirements appropriately and providing a level of support appropriate to the students as emergent professional practitioners.
4. To ensure that students follow safe working practice at all times
5. To advise on appropriate workloads for the stage management students (and other students where relevant) with regard to their educational needs and to schedule, supervise and ensure the completion of such work.
6. To supervise the appropriate disposal or storage of props and furniture and ensure efficient storage of these items, keeping records where necessary.



7. 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 Leader, in accordance with agreed guidelines for these roles.
8. To remain aware of relevant and emerging industrial practice and to develop and use this in teaching appropriate to degree level education
9. To retain membership of relevant professional bodies, as appropriate, and show commitment to continuous professional development, undertaking training when necessary.
10. To undertake research (which can include practice-based activity such as performance/production/workshop explorations) and scholarship (in order to keep updated with area of specialism) and maintain a profile in the public domain as an expert in the discipline.
11. 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 City of London Corporation Policies and Procedures in the Staff Handbook, acting as a role model for the students in these standards.
12. To maintain good relationships with suppliers; and respond to outside companies, schools and individuals relating to stage management enquiries.
13. To work with students and staff from other Guildhall programmes as appropriate and especially where their learning and teaching interfaces with that of Production Arts students.
14. To represent the stage management department at meetings as required by the Director of Production Arts and/or the Programme Leader and/or the Head of Stage Management Pathway of the programme, participating as appropriate.
15. To deputise for the Head of Stage Management when necessary.
16. To contribute to the production of any documents or reports deemed necessary by the Director of Production Arts and/or the Programme Leader and/or the Head of Stage Management Pathway of the programme.
17. To undertake academic administration relating to programme delivery, student assessment and quality assurance.
18. To monitor, assess, mark and provide documented feedback on the work of students.
19. To help develop, implement and review the assessment system for marking students' work.



20. To participate in the selection of new students for the programme.
21. To manage the handling of petty cash and order forms and keep appropriate records.
22. To help manage the administration associated with the department working within the City of London Corporation's Financial Regulations.
23. To seek and promote sustainable practices.
24. 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.
25. 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.
26. To undertake any other duties that may reasonably be requested appropriate to the grade
27. [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: Stage Management Lecturer
Department: Production Arts
Grade: E
Trent Position number: 19E0005/001

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

1. Educated to degree level **or** equivalent professional experience (A)



2. Teaching qualification (PG Cert or equivalent) **or** previous teaching experience **and/or** willingness to undertake relevant training (A)

Experience Required

1. Extensive industry experience that demonstrates continued high standing in the profession. (A,I)
2. Significant professional experience in Stage Management in some of the following areas: theatre; opera; events; film; television; digital production (A,I)
3. Able to oversee students' work in novel settings for performance (for example digital, site-specific, and festival-based production) (A,I)
4. Able to work with and inspire students (A,I)
5. Able to undertake and share research in area of specialism (A,I)
6. Experience of managing scheduling and budgets (A)
7. Organised and able to meet deadlines (A,I)
8. Able to manage own workload (A,I)
9. Able to co-ordinate work of others (A,I)
10. Able to develop and sustain relationships with colleagues and students (A,I)
11. Excellent time management (A)
12. Able to use initiative and make decisions (A,I)
13. Able to maintain calm under pressure (A)
14. Self-motivated and a self-starter (A)

Technical Skills & Knowledge

1. Understanding of and ability to implement high production values in relation to theatre and performance (A,I)
2. Up to date knowledge of Health and Safety and commitment to promoting safe working, including Industry COVID Protocols as relevant (A)
3. Able to multitask and work under pressure of time and competing demands (A,I)
4. Excellent IT skills including Microsoft Office and Teams (A,I)
5. Able to communicate effectively both orally and in writing. (A,I)

Desirable:

1. Professional experience in Film and /or TV (A)
2. Experience in Photoshop (A)
3. Score Reading skills (A)
4. Experience working on innovative and digital projects (A)
5. Experience of working in a HE environment (A,I)

Other Relevant Information

(e.g. working hours if applicable)

6. This is a 0.5 fixed term contract: 2nd January – 31 July 2025
7. Working hours are 17.5 per week, scheduled to facilitate the varying workload of the Stage Management department.



8. 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 fixed term basis from 02 January 2025 until 31 July 2025.

Salary

The salary range for this job is £46,050 – £51,530, pro-rata, 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 17.5 hours per week excluding lunch breaks, between Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position. Actual working days to be agreed on appointment.



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

Two month 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.