



Job Description

Job Title: Acting Tutor (Screen and Digital)
Department: Guildhall School of Music & Drama – Drama Department
Grade: D
Location:
Responsible to: Guildhall School of Music & Drama
Responsible for: N/A

Background

The Guildhall School of Music and Drama, is a world leading specialist Performing Arts Conservatoire, investing in the artists of today and tomorrow. Guildhall School is a vibrant, international community of young musicians, actors and production artists in the heart of the City of London. Ranked as one of the top conservatoires in the Guardian music and drama league tables, the School is a global leader of creative and professional practice, which promotes innovation, experiment and research, with over 1,000 students in higher education, drawn from nearly 60 countries around the world.

We are seeking an inspirational individual to join our team as Acting Tutor. Our training is highly regarded in the industry for the passion, quality and rigour of the teaching: renowned for the combined focus on craft training, care and attention to individual student development, and the strong ensemble ethic shared by staff and students. It is a significant time to be joining the Drama Department at Guildhall, with plans over the coming years for further new programmes and cross-School initiatives, all of which will share the Department's commitment to inclusivity, representation and progressive practice.

Purpose of Post

- The role holder will be responsible for devising and delivering screen and digital space teaching, learning and associated projects on the BA Acting programme.
- The role will play an integral new part in the learning experience offered to students within the BA Acting programme, ensuring that students have access to industry standard practice and opportunity.
- They will assist the Head of Acting, Head of Acting Practice and Industry Consultant in developing and evaluating the pedagogic effectiveness of the Screen and Digital curriculum and assessment to ensure that students receive the highest possible levels of tuition, guidance and support. They will ensure the work is technically well-grounded, industry- relevant and in context of the rapidly evolving screen and digital sector.

Main Duties & Responsibilities

1. To devise, deliver and oversee progressive, industry standard curriculum, screen productions and projects in acting and screen acting.
2. To provide technical support to students and work effectively with the production venues, audio visual and video design teams at the School.



3. To ensure that teaching and projects are set within a clear, integrated and supportive framework for student progression and development.
4. Contribute to student assessment and feedback processes and meetings.
5. Ensure that all screen and digital space teaching and assessment conform to agreed standards, academic regulations and quality assurance procedures.
6. To devise and oversee a range of programme related screen and digital space activities including self-tape practice, screen projects, productions, digital showcases (in conjunction with the Industry Consultant) and workshops.
7. To embrace and support the Schools ethos and culture, especially with regard to inclusive practice, representation and safe space.
8. To work collaboratively with other staff to ensure key strategic goals are embraced and achieved.
9. To contribute to the auditioning and admissions process.
10. To contribute to the School's activities through attendance at internal and external events, boards and committees.
11. To participate in staff training and professional development activities as required/agreed.
12. 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.
13. 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.
14. To undertake any other duties that may reasonably be requested appropriate to the grade
15. 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

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Department: Guildhall School of Music & Drama – Drama Department
Grade: D
Trent Position number: 19C0028/001

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.

Essential

- Current industry experience of working in screen. (A) (I) (T)
- Experience and proven ability as a director and editor of short films and showreels. (A) (I)
- Experience of screen acting and/ or directing at an industry level. (A) (I)
- Experience of teaching screen acting. (A) (I) (T)
- Experience of working with professional actors and other creatives. (A) (I)
- A thorough and up to date knowledge of contemporary film, television (A)(I)
- In depth knowledge and understanding of the screen industry, the roles involved, the production process across all departments, and industry expectations of the screen actor.(A,(I)
- Demonstrable experience of analysing scripts and genres, and of preparing a script for performance. (A) (I)
- Knowledge and experience of a wide range of acting techniques and repertoire. (A) (I)
- A current and representative industry network of screen and digital space practitioners and artists. (A) (I)
- Proven experience of creating inclusive, representative and safe working spaces. (A) (I)

Desirable

- A cultural/historical frame of reference in screen acting. (A) (I)
- Experience of working professionally in the virtual space e.g., motion capture, green screen, animation. (A) (I)
- Evidence of continuing professional development. (A) (I)
- Qualification in a relevant subject. (A)
- Ability to work collaboratively as part of a team. (A) (I)
- Exceptional communication skills both orally and in writing. (A) (I) (T)
- Effective time management and organisational skills. (A)
- Proven ability to motivate and inspire others to attain the highest levels of achievement. (A) (I) (T)
- Ability to prioritise and manage own workload. (A)



- Ability to be logical and able to apply an innovative approach to problem solving. (A) (I)
- Self-motivated (A) (I)
- Efficient, organised and able to meet deadlines. (A)
- Ability to develop and sustain positive and authentic relationships with staff and students. (A) (I) (T)
- Good IT skills. (A)

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 £42,750 – £47,620 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, including some evenings and weekends (as required). 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 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.