

JOB DESCRIPTION

JOB TITLE	Assistant Professor - Stage Management
TYPE OF CONTRACT	Permanent
RESPONSIBLE TO	Head of Stage Management
COUNTERSIGNING MANAGER	N/A
GROSS ANNUAL SALARY	Grade 5 £40,409 to £45,481 Please note that we advertise our salaries on a range to indicate the trajectory of progression that can be made. Appointments are usually made at the start of the salary range
HOURS OF WORK	37 hours per week; Monday to Friday plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Head of Production & Technical Training, Course Leader of PTASS, Head of Stage Management, PTASS Teaching staff, Drama School teaching staff, students,
INTERNAL	
EXTERNAL	Visiting Directors, Professional Practitioners and Technical Suppliers
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
HOLIDAY ENTITLEMENT	Generous annual leave of 28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed e.g. Christmas closure)
PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) PENSION	After 3 months of continuous service, you will be automatically enrolled into our qualifying workplace pension scheme with AVIVA. LAMDA will make an additional contribution in accordance with auto-enrolment regulations
(2) GP 24	You have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors

(3) EMPLOYEE ASSISTANCE PROGRAMME (EAP)	EAP is a confidential employee benefit designed to help you deal with personal and professional problems that could be affecting your home life or work life, health and general wellbeing. EAP service provides a complete support network that offers expert advice and compassionate guidance 24/7, covering a wide range of issues
(4) CYCLE TO WORK SCHEME	After six months of continuous service LAMDA offers a salary sacrifice cycle to work scheme
(5) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(6) GROUP LIFE ASSURANCE	After six months of continuous service and on successful completion of the probationary period you will become eligible to death-in-service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in Service
(7) SEASON TICKET LOAN	After six months of continuous service LAMDA offers an interest free loan for the purchase of an annual season ticket

JOB PURPOSE

The primary focus of this role is to introduce the Production and Technical Arts students to the skills required and roles within a Theatre Stage Management Department. The role requires the individual to give class to the students as well as supporting them in their delivery of practical show roles.

DUTIES AND RESPONSIBILITIES

- To provide lectures and/or teaching in small groups of students
- To discuss, with the Head of Stage Management, the broad content of the teaching to be undertaken and the methodologies for/purposes of that teaching.
- To prepare for the teaching sequence by drawing together relevant knowledge from their research/professional experience and undertaking any necessary scholarship to cover the range of teaching input required.
- To prepare for each teaching session by selecting and preparing the content, deciding upon any exercises/materials to be used and planning their approach to the session.
- To ensure that content, methods of delivery and learning materials will meet the defined learning objectives for their sessions.
- To contribute to the quality of the Drama School by contributing on the basis of their research/professional knowledge.
- To help students absorb knowledge, build upon it and help them to overcome any problems they encounter in understanding and applying knowledge.
- To promote depth of learning by providing clarification of material taught, responding to student questions, facilitating discussion in classes, providing any supplementary explanation/material required and introducing them to new issues raised in recent research and/or current professional practice.
- To provide individual academic advice/support to students, including advice on appropriate reading and recent developments

- To provide formative feedback to students in class.
- Where required, to set assessment tasks, mark formally assessed work (subject to moderation by the Head of SM) and act as a principal marker for any assessment tasks they have set.
- To undertake organisational and administrative tasks directly related to your own teaching.
- To review the outcome of your teaching and contribute feedback to the review and forward planning.
- To maintain academic and/or professional standards and work in accordance with LAMDA policies
- To supervise all Stage Management work and student teams assigned to the Department on all LAMDA productions, and to ensure that such productions run to schedule and to budget
- To oversee the preparation, technical and dress rehearsals and performances in LAMDA's theatres or other performance spaces in the UK and overseas
- To maintain connections within the industry and support the students in the organisation of professional work placements.
- To deliver SM lectures to students in liaison with the Head of SM and Course Leader of Production and Technical Arts - Stage and Screen (PTASS)
- To ensure the adherence to relevant Health and Safety guidelines on all production work carried out by students at LAMDA
- To deliver SM classes to students on the SM Summer School and other short courses in liaison with the Head of SM and as directed by the Head of Production & Technical Training
- To help develop and maintain a custom and practice within the Department that is up to date with that of the industry.
- To deliver tutorials to the students within the SM Department and draw up written assessments of the students at the end of each "show rotation" in conjunction with the Lead Practitioner
- To carry out any other teaching duties deemed necessary as a member of the teaching staff of the PTASS course, and generally supervising all student work in the capacity of a trainer.
- To supervise, as required, stage management work that takes place in LAMDA's theatres outside of term time.
- To maintain the fabric/equipment of the Stage Management Department, including prop stores, offices and other Stage Management departmental work spaces.
- To ensure the security of LAMDA premises and that no students are allowed unsupervised access.
- To promote the PTASS course through workshops, trade shows and other external events
- To attend all meetings as requested by the Head of Production & Technical Training
- To undertake the Fellowship programme of the Higher Education Academy
- Any other duties as specified from time to time by the Head of Production & Technical Training
- To be prepared to make a contribution in at least two of the following four themes to underpin changing practice at LAMDA:
 - Access and Inclusion - widening access and inclusion within the school and outside. Engagement through recruitment, audition squad, access summer school and exams. Anti-Racist and Inclusive Teaching practice and pedagogy. Commitment and experience of facilitating modern ensemble - co-creation, facilitation of safe spaces, zero-tolerance and conflict resolution - to foster collaboration and creativity.
 - Development of Individual Health, Wellbeing and Resilience building - a holistic approach to training the individual to empower and build confidence and practice for the professional world - journaling, mindfulness, mental wellness, personal coaching, life plans, leadership development and mentoring.
 - Development of multi skilled Artists and Creative Technicians for a sustainable creative skills sector

with relevant experience and practice in making sustainable theatre, content production and promotion across all platforms, creative access and inclusion, creating and delivering socially engaged work for a wide range of audiences and stakeholders.

- Digital - supporting the digitisation of LAMDA in teaching, learning, research, knowledge exchange, technical theatre, screen and audio and other platforms.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	• The ability to communicate complex knowledge clearly, both orally and in writing. • The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in stage management • Ability to work effectively with colleagues and students. • Ability to organise own time effectively, so as to meet deadlines and manage competing priorities • Good analytical skills and the ability to respond to problems which arise in learning situations	• Qualified First Aider • Mental Health First Aider	Application / Interview
KNOWLEDGE	• Adequate breadth and depth of knowledge and understanding in the discipline to add value to the content. • Expertise in the part of the curriculum to be taught and the scholarship associated with it.	• IOSH – Managing Safely	Application / Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE	• Some experience of delivering teaching, training and/or mentoring. • Substantial experience in professional stage management • Experience of Touring • Experience of sourcing, making and maintaining props • Experience of working to budgets	• Experience of teaching Stage Management in a drama school or related institution to students at both an under-graduate and post-graduate level • Experience of developing a training programme/course • Network of industry contacts	Application / Interview
QUALIFICATIONS	• Degree and / or exceptional experience in teaching and working in some of the following areas HE, young people, the participatory arts, the creative skills sector. We expect you to develop yourself professionally within the HEA		Certificates (if applicable)
QUALITIES	• Focused, highly efficient and self-motivated with the ability to think creatively and to take the initiative to meet strict deadlines across a number of simultaneous projects • Collaborative team player with ability to		Application / Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	communicate clearly and effectively with both internal and external suppliers		

This job description reflects the present requirements of the post and should not be seen as an exhaustive list of responsibilities. Duties and responsibilities may develop and change in consultation with line management.

The successful applicant may be required to go through a DBS 'Standard Disclosure' check. If this is deemed necessary for the role the expenses will be met by the Academy.