

JOB DESCRIPTION

JOB TITLE	Associate Teacher - Audio
TYPE OF CONTRACT	Permanent, Part-time (0.5 FTE)
REPORTING TO	Heads of Screen, Audio, Digital Performance and Innovation
RESPONSIBLE FOR	N/A
GRADE AND SALARY	Grade 5 £17,772 - £20,002 (pro-rata) £35,544 - £40,005 FTE 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	18.5 hours per week; (The job offers some flexibility in terms of hours and some working from home, when not face to face teaching)
KEY WORKING RELATIONSHIPS	Students, HeadS of Screen, Audio, Digital Performance and Research, Course Leaders, Lead Practitioners, Access and Participation Manager
INTERNAL	
EXTERNAL	Visiting Directors, Professional Practitioners and Technical Suppliers
PROBATIONARY PERIOD	This post is subject to six months probationary period
HOLIDAY ENTITLEMENT	28 days per year pro-rata plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. Christmas closure)
PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying work place pension scheme. LAMDA will make an additional contribution in accordance with auto enrolment legislation
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:

(1) GROUP LIFE ASSURANCE	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(2) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(3) GP 24	Staff will have access to remote, private GP services 24/7, 365 days a year. GP 24 is supported by highly experienced and knowledgeable doctors
(4) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee wellbeing service which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week

JOB PURPOSE

The primary focus of this role is to teach and direct the BA (Hons) Professional Acting and MFA Professional Acting students, as well as develop short course content for the Screen & Audio Department. The role will involve developing the audio strand of the Screen & Audio curriculum and help grow LAMDA's Audio strategy for emerging UK and International markets.

DUTIES AND RESPONSIBILITIES

- To provide teaching audio performance across genres including but not limited to drama, audiobooks, narrative podcasts, game video performance, voice over, animation and commercial voice.
- Maintaining LAMDA's ongoing relationship with Audible
- Managing LAMDA's entry into the annual BBC Carleton Hobbs competition
- To deliver film production classes/workshops to PTASS students as directed by the Heads of Screen, Audio, Digital Performance & Innovation
- To train PTASS students in all aspects of Audio (e.g. Scheduling/Budgeting)
- To ensure adherence to relevant Health and Safety guidelines on all production work carried out by students at LAMDA. They will also develop and implement LAMDA's on-set COVID protocol.
- To help develop and maintain a custom and practice within the Department that is up to date with that of the industry.
- To provide teaching to small groups of students
- To discuss, with the Heads of Screen, Audio, Digital Performance & Innovation 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 Heads of Screen and Audio) 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 deliver tutorials to the PTASS students assigned to the Screen and Audio Department and draw up written assessments of the students at the end of each Screen & Audio rotation in conjunction with the Head of Technical Training.
- 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 care for the personal and professional well-being of students on the PTASS course.
- To attend all meetings as requested by the Heads of Screen & Audio
- Any other duties as specified from time to time by the Heads of Screen & Audio.
- 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 platform

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>The ability to demonstrate and nurture a range of audio acting techniques – e.g. relationship to mic, embodiment of character, performance on book – through practical record and review based classes.</p> <p>Ability to select and adapt suitable scripts for specific groups based on their casting and areas of interest</p> <p>The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in Sound</p> <p>Ability to cast actors for productions based on review of prior work and knowledge of their in-class performance, in discussion with Heads of Screen & Audio</p> <p>Ability to work effectively with colleagues and students.</p> <p>Ability to organise own time effectively, to meet deadlines and manage competing priorities</p> <p>Good analytical skills and the ability to respond to problems which arise in learning situations</p>	<p>Qualified First Aider</p>	<p>CV/ Cover letter/ Interview</p>
KNOWLEDGE	<p>Adequate breadth and depth of knowledge and understanding in the discipline to add value to the content</p> <p>Expertise in the part of the curriculum to be taught and the scholarship associated with it.</p> <p>A solid understanding of job roles within a professional voice/ audio drama studio – Producer, Director, Engineer, Studio Manager, Broadcast Assistant etc.</p>	<p>Firearms Licensing</p> <p>Knowledge/ experience of capturing live performance</p>	<p>CV/ Cover letter/ Interview</p>
EXPERIENCE	<p>Experience of working in at least two of the following fields of audio production as either an actor or a director; Audio drama, Audio book, Commercial voice, Video game voice or Voice for animation.</p> <p>Experience in leading read-throughs for rehearse/record audio sessions</p>	<p>Experience of working in a training environment is desired</p> <p>Some experience with home and/or</p>	<p>CV/ Cover letter/ Interview</p>

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	<p>Some experience with basic audio technology</p> <p>Teaching experience at FE or HE level</p> <p>Experience of working to budgets</p>	remote recording	
QUALIFICATIONS	Degree and / or exceptional experience in teaching / working in some of the following areas: HE, young people, the participatory arts, the creative skills sector.		Certificates (if applicable)
QUALITIES	<p>Responsive, calm and solution focused with the ability to think creatively and to take the initiative to meet strict deadlines across a number of simultaneous projects</p> <p>Sensitivity towards how actors' race, gender, sexuality and social background may impact on parts they are asked to play</p> <p>Methodical approach to production scheduling for recording projects</p> <p>Embedded awareness of potentially triggering aspects of audio scripts and the need to flag these to students where necessary</p> <p>Collaborative team player with ability to communicate clearly and effectively with both internal and external suppliers</p>	Sensitivity towards how actors with a learning or physical differences engage with a lesson or production and readiness to adapt accordingly	CV/ Cover letter/ Interview

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 will be required to go through a DBS 'Enhanced Disclosure' check. Expenses will be met by the Academy.

ABOUT LAMDA

As the oldest drama school in the UK, founded in 1861 as the London Academy of Music and Dramatic Art, LAMDA is a world-leading conservatoire based in the heart of London, offering exceptional vocational training to actors, stage managers, technicians, directors and designers, regardless of their background or socio-economic circumstances. In 1965, LAMDA became the first drama school to introduce technical training and quickly became a prototype for other institutions branching into this area.

LAMDA is also an Ofqual-registered awarding body, offering world renowned qualifications in communication and performance and inspiring the next generation of confident communicators through qualifications in performance and communication.

LAMDA has been registered with the Office for Students as a stand-alone Higher Education Provider since 2019, and was granted full degree awarding powers in 2021. We believe drama has the power to transform lives. Our students graduate as authentic, confident and independent artists or technicians, capable of shaping their own careers.

Conservatoire training is, by its nature, selective, training only the best; course numbers are limited and LAMDA teaches in small groups. There is a core cohort of just under 400 UK and international students a year across six degree courses and other HE courses. The school also welcomes around 360 students onto other courses during the year, including short courses run during Spring and Summer vacations. LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. LAMDA now operates independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students. LAMDA was granted full degree awarding powers in 2021.

At the heart of LAMDA's approach is a commitment to the ensemble, stressing the importance of collaboration to achieve excellence. LAMDA nurtures every student's unique talents to give them the tools they need to become independent, creative artists and technicians, along with all the help and guidance they need to transition and make their mark within the creative and performing arts industry. Alongside this, LAMDA is committed to ensuring that its training is accessible to all. LAMDA has several substantial measures in place to widen access to Higher Education and is committed to the creation of pathways to our training for those from the Global Majority, those from low socio-economic backgrounds and care leavers.

The work of the Academy is complemented by that of LAMDA Examinations, through which LAMDA offers a drama and communications-based syllabus leading to accredited and non-accredited awards in the UK and overseas.

In 2017, LAMDA moved into its new £28.2m centre for world-leading drama training. LAMDA's new home features ten large training and rehearsal studios, three theatres - the 200 seat Sainsbury Theatre, 120-seat the Carne Studio Theatre and the Linbury Studio, and a fully equipped digital and audio suite. In January 2018, LAMDA alumni Benedict Cumberbatch was appointed the Academy's President.

LAMDA Alumni include Nikki Amuka-Bird, Patricia Hodge, Janet Suzman, Chiwetel Ejiofor, Jeremy Irvine, Rory Kinnear, Harriet Walter, Rose Leslie, Paterson Joseph, David Oyelowo, Katherine Parkinson, Toby Stephens, David Suchet, Sam Claflin, Leah Harvey, and Ruth Wilson, among many others.