

JOB DESCRIPTION

JOB TITLE	Associate Teacher - Stage Management
TYPE OF CONTRACT	Permanent, full-time
RESPONSIBLE TO	Lead Practitioner - Stage Management
COUNTERSIGNING MANAGER	N/A
GROSS ANNUAL SALARY	£27,500 - £30,313
HOURS OF WORK	40 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Drama School, teaching staff, students, Lead Practitioners,
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	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards 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) 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) CHILDCARE BENEFIT SCHEME	LAMDA offers childcare vouchers as part of a salary sacrifice scheme. This benefit will enable employees to make significant savings on their tax and national insurance contribution

(4) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee assistance programme (EAP) which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week.
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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 Lead Practitioner, 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 and to act as a personal tutor to students to deal with and, where appropriate, triage non-academic aspects of the student experience
- To provide formative feedback to students in class
- Where required, to set assessment tasks, mark formally assessed work (subject to moderation by the Lead Practitioner) 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 deliver SM lectures to students in liaison with the Lead Practitioner and as directed by the Head of Technical Training
- 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 Lead Practitioner and as directed by the Head of 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 care for the personal and professional well-being of students on the PTASS course
- To maintain the fabric/equipment of the Stage Management Department, including prop stores, offices and other Stage Management departmental workspaces
- To ensure the security of LAMDA premises and that no students are allowed unsupervised access
- To attend all meetings as requested by the Head of 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 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.
- It is expected that approximately 60% of working hours will be spent over the course of the year with face-to-face teaching, with the remaining 40% comprising: Preparation, Marking, Workshops, Productions, Summer Schools, Curriculum Development Activity, Learning and Student Support Tutorials and Personal and Curriculum Development).

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>The ability to communicate complex knowledge clearly, both orally and in writing.</p> <p>The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in stage management</p> <p>Ability to work effectively with colleagues and students</p> <p>Ability to organise own time effectively, so as 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>	Qualified First Aider	Application/ Interview
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>	IOSH – Managing Safely	Application / Interview
EXPERIENCE	<p>Some experience of delivering teaching and/or training</p> <p>Substantial experience in professional stage management</p> <p>Experience of Touring</p> <p>Experience of sourcing, making and maintaining props</p>	<p>Experience of teaching Stage Management in a drama school or related institution to students at both an under-graduate and post-graduate level</p> <p>Experience of developing a training programme/course</p>	Application/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	Experience of working to budgets	Network of industry contacts	
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	<p>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</p> <p>Collaborative team player with ability to communicate clearly and effectively with both internal and external suppliers</p>		Application/ 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

LAMDA is a leader in performing arts training and strives for excellence in every facet of our organisation, and 2019 marks the beginning of a new chapter of growth.

Founded in 1861, LAMDA (London Academy of Music & Dramatic Art) is a world-leading conservatoire offering exceptional vocational training to actors, stage managers, technicians and directors. In addition to six validated degree programmes, LAMDA offers a Foundation Diploma and a number of validated semester and summer short courses.

In July 2018, LAMDA joined the register of Higher Education Providers, a key step towards achieving degree awarding powers. From 2019-20 LAMDA will operate independently from the Conservatoire of Dance and Drama, receiving funding directly from the Office for Students.

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 - 18 108,190 people in 33 countries took a LAMDA Examination.

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, and in February 2019, Sarah Frankcom was appointed LAMDA's new Director

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.