

JOB DESCRIPTION

JOB TITLE	Associate Tutor - Screen, Audio and Digital Performance Production
TYPE OF CONTRACT	Permanent, full-time Job shares will be considered
RESPONSIBLE TO	Head(s) of Screen, Audio, Digital Performance
GRADE AND ANNUAL SALARY	Grade 5 £35,544 - £40,005 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 (9.30am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Head of Screen and Audio, Head of Actor Training, Lead Practitioner in Acting Practice, Voice, Movement and Singing, Specialist Practitioner in Technical Production, Audio tutors, Voice and Movement associate tutors
INTERNAL	
EXTERNAL	Industry professionals, visiting writers and directors.
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	
(1) HOLIDAY ENTITLEMENT	Generous annual leave of 28 days plus Bank holidays (This is inclusive of any days when LAMDA may be closed, e.g. Christmas closure)
(2) 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
(3) 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
(4) 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
(5) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(6) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(7) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(8) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 60% of your time in the office and 40% of your time to be worked from home
(9) 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
(10) SEASON TICKET LOAN	LAMDA offers an interest-free loan for the purchase of an annual season ticket

JOB PURPOSE

The primary focus of this role is to design and deliver the actor training for screen on the BA, MFA, Foundation and short courses for LAMDA. The role requires you to introduce acting students to the skills that will form the core of their career and income and to instigate a life-long love of learning and developing their screen craft.

Students should leave ready to step onto set ready to act in a number of genres and scales of production. As the department expands with the implementation of virtual production technology and MOCAP, students should also leave with the confidence to work with future tech mediums.

Associate Tutors should have considerable on set experience and experience in delivering teaching at HE level. If you are not in receipt of a teaching qualification, there may be a requirement for you to partake in further training, external teaching or a HEA award.

DUTIES AND RESPONSIBILITIES

PRODUCTION TV, FILM and AUDIO

- To design and deliver acting for screen training to all BA, MFA, F and short courses, in conjunction with the Head(s) of Screen & Audio and the head of acting.
- To liaise with heads of department to look at cross departmental training, ensuring the delivery of training projects is in accordance with LAMDA and industry partner's needs
- To develop and maintain LAMDA's reputation as a world leading training institute for screen acting
- To further develop and sustain our EDI practices in collaboration with the Head of Screen

& Audio and our AWP team.

- To maintain an overview of the student experience and where appropriate, triage non-academic aspects of the student journey
- Collaboration with other Lead Practitioners and Exams in the development of new courses (validated, non-validated, LAMDA Exams and CPD)
- To partake in Professional prep where necessary and work with industry liaison officers in developing relationships that are screen specific.
- To ensure adherence to relevant Health and Safety guidelines on all production work carried out by students at LAMDA.
- To provide teaching to groups of students
- To direct students in scenes
- To cast students with sensitivity and with openness, and in line with their learning journey
- 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, and by ensuring that material supplied is given with content warnings where necessary and in line with learning agreements.
- To ensure that content, methods of delivery and learning materials will meet the defined learning objectives for their sessions
- 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 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 students assigned to the Screen and Audio Department
- To carry out any other teaching duties deemed necessary as a member of the teaching staff of the Acting courses, 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 acting courses
- To attend all meetings as requested by the Heads of Screen & Audio and Head of Acting
- Any other duties as specified from time to time by the Heads of Screen & Audio

- Associate Tutors may have Personal Tutor responsibility
- To contribute in at least two of the following four themes to underpin changing practice at LAMDA:
 - a. **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.
 - b. **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.
 - c. **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.
 - d. **Digital** - supporting the digitisation of LAMDA in teaching, learning, research, knowledge exchange, technical theatre, screen and audio and other platforms.
- It is expected that 60% of working hours will be spent over the course of the year with face-to-face teaching, with the remaining 40% comprising: Administrative duties as outlined above, Preparation, Marking, Workshops, Productions, On-line first Round (self-tape reviews), Recalls, Summer Schools, Curriculum Development Activity, Learning and Student Support Tutorials and Personal and Curriculum Development).

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.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>Experience of teaching screen acting in an HE environment to a high standard</p> <p>Professional experience within the industry in front of or behind the camera</p> <p>Industry links which will benefit the growth of the school and its aims, and may offer work placements to students on graduating</p> <p>The ability to communicate complex knowledge clearly, both orally and in writing</p> <p>The ability to give constructive oral and written feedback that fits into an established pedagogy, and reflects the values of the school</p> <p>The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning</p> <p>The ability to create and maintain an inclusive and safe learning environment for all students</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>Ability to translate teaching and learning into the virtual learning environment</p> <p>Negotiating, influencing and problem solving</p>		CV/Cover letter/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
KNOWLEDGE	<p>Extensive understanding of various Actor preparation techniques, and their application to screen training</p> <p>Extensive understanding of the actor's role on set</p> <p>Extensive knowledge of solo preparation of the screen actor.</p> <p>Understanding of the casting process for Screen, and the challenge this presents for a student-centered environment</p> <p>Extensive understanding of the developments in inclusive storytelling and casting in Screen</p> <p>Extensive knowledge of diverse and contemporary Screenplays</p> <p>A knowledge of pre and postproduction and how the process affects the actor's journey: i.e. lens sizes, the edit, ADR</p>	<p>Understanding of screenplay development and production</p> <p>A knowledge of international screenplay markets and scripts</p> <p>A knowledge of international film history</p>	CV/Cover letter/ Interview
EXPERIENCE	<p>Experience of teaching Screen Acting at a high level</p> <p>Ability to demonstrate proven professional film/TV drama experience in front of or behind the camera.</p> <p>Experience of directing for camera</p> <p>Experience of Screen casting process</p>		CV/Cover letter/ Interview
QUALIFICATIONS	<p>Degree and / or equivalent experience in acting, directing or actor training with an emphasis on acting for screen</p>		Certificates (If applicable)

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
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 courses</p> <p>Collaborative team player with an ability to communicate clearly and effectively with both internal and external professional</p> <p>Compassionate and patient with an understanding of the diverse needs of an screen acting cohort.</p>		CV/Cover letter/ Interview

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.