



## JOB DESCRIPTION

<b>JOB TITLE</b>	Drama School Operations Manager
<b>TYPE OF CONTRACT</b>	Permanent, full-time
<b>RESPONSIBLE TO</b>	Dean of the Drama School
<b>RESPONSIBLE FOR</b>	Drama School and Genesis Coordinator
<b>COUNTERSIGNING MANAGER</b>	N/A
<b>GROSS ANNUAL SALARY</b>	£30,500 - £34,000
<b>HOURS OF WORK</b>	35 hours per week; Monday to Friday (9.30am – 5.30pm) plus evening and weekend work as and when necessary
<b>KEY WORKING RELATIONSHIPS</b>	Dean of the Drama School, Director of Finance, Drama School management team, Teaching Staff, Finance, HR
<b>INTERNAL</b>	
<b>EXTERNAL</b>	N/A
<b>PROBATIONARY PERIOD</b>	Your employment will be subject to a probationary period of 6 months
<b>HOLIDAY ENTITLEMENT</b>	28 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards Christmas closure)
<b>PENSION</b>	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
<b>BENEFITS</b>	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
<b>(1) GROUP LIFE ASSURANCE</b>	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
<b>(2) SEASON TICKET LOAN</b>	LAMDA offers an interest free loan for the purchase of an annual season ticket

<b>(3) CHILDCARE BENEFIT SCHEME</b>	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
<b>(4) EMPLOYEE ASSISTANCE PROGRAMME</b>	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.

## **JOB PURPOSE**

Ensure that all School activities (teaching, productions, and other events) are planned, resourced, costed, and coordinated, providing timely and efficient general administrative and financial support to the Drama School.

## **DUTIES AND RESPONSIBILITIES**

### Administrative Responsibilities

- Administration of operational delivery of all programmes, projects, and productions
- Collaboration with key stakeholders in creation of annual Drama School timetable
  - o Liaising across academy to ensure smooth and consistent operation between departments
- Involvement in and contribution to communication with staff and students regarding operational and academy-related issues
- Creation and administration of contracts for fixed-term staff members and freelancers
  - o Timely processing of monthly timesheets and payroll for all fixed-term staff members
  - o Collaboration with HR to ensure correct contract information and employment status for all employees
- Coordination of tutorials and bespoke training schedules for all students
- Administration and dissemination of necessary teaching materials to all relevant staff, including class lists, headshot sheets, and scripts
- Facilitation of email accounts and building passes for all fixed-term and freelance employees
- Meeting and supporting of new members of staff where required

### Financial Responsibilities

- Management and supervision of detailed Drama School budget, reporting regularly on financial commitments and expenditure and alerting senior staff to any issues arising
- Maintenance of Drama School budget codes
- Timely processing of all invoices and expenditure related to the Drama School Budget, ensuring that all invoices are accompanied with a relevant and cross-referenced Purchase Order
- Regular meetings with key stakeholders around budget management and expectations within the Drama School (e.g. Dean of Drama School, Course Leaders, Lead Practitioners)
- Monthly review of management accounts with Finance Department
- Monthly submission of report and receipts for all expenditure on active Drama School credit cards

## Academy Duties

- In conjunction with other members of the Drama School team, ensure the smooth running and welcoming ambience of the main Drama School office
- Service as first point of contact for internal and external enquiries to the Drama School, ensuring that all queries are handled promptly and with care
- Regular attendance of meetings across the academy, including but not limited to: the Drama School Leadership Team, the Critical Incident Management Team, the Student-Staff Liaison Committee, the Academic Board, and the GDPR Working Group
  - o Chairing of weekly Course Operations meeting with Course Leaders and Lead Practitioners
- Weekly meetings with key stakeholders of Drama School operation, including: Executive Dean of Drama School, Space Operations Manager, Producer, and Drama School and Genesis Coordinator
- Regular interdepartmental collaboration with Human Resources, Marketing, Development, Finance, Exams, and Estates

## PERSON SPECIFICATION

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>SKILLS / ABILITIES</b>	<ul style="list-style-type: none"> <li>-Good communication (written and oral)</li> <li>-Proven organisational, administrative and time management</li> <li>-Interpersonal, influencing and negotiation</li> <li>-Ability to manage workload and complete tasks without constant supervision</li> <li>-Ability to work on own initiative, as well as within a team</li> <li>-Ability to work with colleagues at all levels of the organisation, including Senior Management level</li> <li>-Ability to engage with young people and students in a constructive and supportive manner</li> </ul>		Application / Interview
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>-Good working knowledge of financial processes and systems</li> <li>-Good working knowledge of databases</li> </ul>		Application / Interview
<b>QUALIFICATIONS</b>		-Degree or relevant vocational qualification	Application
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>-Solid experience of MS Word, Excel, Outlook and Internet Explorer</li> <li>-Good experience of 'Celcat' or other specialist academic timetabling software (additional training can be provided)</li> <li>-Experience of both general and financial administration</li> </ul>	-Proven administrative experience in an educational, arts or not-for-profit organisation	Application / Interview

	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>METHOD OF ASSESSMENT</b>
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>-Conscientious and hardworking</li> <li>-Enthusiastic and self-motivated</li> <li>-Sensitive, patient and empathetic</li> <li>-Empathy with vocational performing arts students and their learning needs</li> <li>-Empathy with LAMDA's artistic and educational vision</li> </ul>		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. Following the completion of our new facilities in west London, the Academy is now fully registered as an independent HEP (Higher Education Provider). These changes are exciting and critical to the long-term sustainability of LAMDA, bringing with them our ambitions to be an even more accessible LAMDA, representing people from all corners of the UK and beyond in recruiting and training the most creative and innovative theatre makers.

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. LAMDA will now 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, 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.