



JOB DESCRIPTION

JOB TITLE	Head of Discipline (Screen and Audio Graduate Projects, Digital Assets and Partnerships)
DEPARTMENT	Drama School
TYPE OF CONTRACT	Permanent, full-time
RESPONSIBLE TO	Vice Principal: Actor Training and Drama School
RESPONSIBLE FOR	Specialist Practitioner (Screen and Audio Production), Freelance Screen & Audio Creatives, (may include Assistant Professors in Screen and Audio)
GRADE AND SALARY	Grade 6 £45,480-49,699 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 (9.15am – 5.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Vice Principal Actor Training and Drama School, Head of Screen and Audio Training, Head of Screen Production, Screen Acting faculty, Specialist Practitioner, Technical Demonstrator, Course Leaders, Head of Production and Technical Training, Drama School Operations Manager, Producer, Heads of Discipline, Teaching Faculty, Examinations department and Freelancers (Associate Artists and Specialist Practitioners), Freelance Screen and Audio Creatives
INTERNAL	
EXTERNAL	Industry
PROBATIONARY PERIOD	Your employment will be subject to a probationary period of 6 months
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) HOLIDAY ENTITLEMENT	16.8 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. towards 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) MATERNITY, PATERNITY AND ADOPTION PAY	Enhanced maternity, paternity and adoption pay will be made for eligible employees
(4) 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
(5) 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
(6) MENTAL HEALTH SUPPORT	LAMDA offers confidential, 24/7, online easy to access mental health support which is a free service
(7) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(8) EYE TESTS	Sight test costs is reimbursed to employees who require VDU use
(9) HYBRID WORKING	Hybrid working may be offered for some non-student facing roles. We expect a norm of 40% of your time in the office and 60% of your time to be worked from home
10) 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
(11) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(12) REWARDS MARKETPLACE	You are eligible to join our reward scheme in which you can take advantage of discounts and perks in 1000s of brands from a wide variety of categories

JOB PURPOSE

LAMDA (London Academy of Music & Dramatic Art) is seeking a dynamic, visionary, and student-centred practitioner to join our Drama School as **Head of Screen & Audio Graduate Projects, Digital assets and Partnerships**. This is a **significant role within the Screen team**, supporting the training of graduating actors and creatives, and shaping the next generation of artists working across screen, audio, and digital performance platforms.

This is a **key student-facing position** for a creative and progressive individual with an **outstanding artistic and pedagogical track record**, and a deep passion for empowering emerging talent. You will play a central role in the **design, implementation and delivery** of our **Screen and Audio graduate projects**, and oversee the creation and curation of **digital assets**—ensuring our work remains aligned with industry standards and future-facing developments. You will also maintain, manage and develop existing and new **partnerships** within the industry and the digital, screen and audio sector.

You will lead the **engagement and management of creative teams**, ensuring the highest professional standards across all aspects of production and training. You will also contribute to **course delivery, student support, and administrative coordination**, working in close collaboration with Course Leaders.

DUTIES AND RESPONSIBILITIES

- Lead on the development of the syllabus and selection of all Screen, Audio, and Digital Projects for the graduate cohorts (in collaboration with Course Leaders and Vice Principal Actor Training and Drama School).
- Lead on digital assets, in liaison with industry associates and ensure they are aligned with the industry expectations and institutional needs
- Oversee related projects with industry partners and foster and maintain new partnerships within the Screen, Audio and Digital sector (e.g. Audible project)
- Contributing to graduate films – as required – such as artistic programming/recruitment, script selection, feedback etc.
- Lead on selection of screenplays and audio plays for graduate projects in accordance with the curriculum, and contribute to the development of a new and inclusive cannon
- Deliver tutorials to the students and draw up written assessments where required at the end of each unit of work, as well as oversee the drawing up of written assessments by other teachers in the discipline, including mid-term and end of term feedback
- Lead on module development in liaison with Course Leaders and the Vice Principal of Actor Training and Drama School
- Assist on recruitment of permanent faculty
- Lead on recruitment of hourly paid teachers and specialist tutors for projects and digital asset creation, in collaboration with Specialist practitioner
- Line manage permanent Screen and Audio Specialist Practitioners, tutors and freelance specialists
- Oversee the quality of teaching through teaching observations
- Ensure that teaching delivery accurately reflects module requirements in the associated discipline
- Bring to bear particular experience of the industry in development of teaching practice at LAMDA
- Heads of Discipline may have Head of Year responsibilities, and where appropriate, triage non-academic aspects of the student experience
- Undertake organisational tasks and administrative duties related to your own teaching
- Review the outcome of your teaching and contribute feedback to periodic programme review
- Maintain academic standards and work in accordance with LAMDA policies and procedures
- Contribute to audition panels, providing feedback on prospective students
- Ensure that all timetabled hours allocated are covered in the event of absence/illness
- Occasional project direction (if aligned with skillset)
- Maintain a pool of Tutors and practitioners sufficient to meet the requirements of the curriculum for the discipline
- Provide pastoral care, performance management and professional development for relevant Permanent Screen and Audio faculty/practitioners

- Carry out other teaching/directing duties deemed necessary as a member of the teaching staff
- Work in collaboration with Course Leaders and Vice Principal of Actor Training and Drama School, Lead Practitioners and Exams in the development of new courses (validated, non-validated, LAMDA Exams and CPD)
- Undertake the Fellowship programme of the Higher Education Academy
- To contribute to staff training days and development week programming are planned, costed and delivered to budget
- Contribute to creative and pedagogic development of modules and courses, with specific responsibility for modules relating to screen, audio and digital performance, including contributing to proposals for revalidation from time to time
- Induction of staff and freelance artists, ensuring visiting freelancers understand the stage in the training students have reached and are briefed on student support issues
- Contribute to course timetabling (in collaboration with Vice Principal of Actor Training and Head of Technical Training and Drama School Operations Manager)
- To contribute to the development of a body of scripts for teaching reflective of diversity and inclusivity
- Contribute to Student Induction Week
- Contribute to Annual programme review
- To contribute to Drama School strategy meetings to ensure effective and co-ordinated planning and problem solving
- To attend Acting Team meetings with Course Leaders and other Heads of Disciplines.
- Maintaining professional networks to sustain best industry practice
- Assist in supporting faculty contributions to the following four themes to underpin changing practice at LAMDA (and make a personal contribution in at least two):
 - 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.

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
QUALIFICATIONS	<p>Degree and/or relevant industry experience with participation</p> <p>Fellowship of HEA (or willingness to work towards it)</p>	<p>Post graduate degree (or equivalent) in a relevant subject and research and /or professional qualification</p> <p>Personal experience of undertaking conservatoire training</p>	Certificates
SKILLS/ ABILITIES	<p>Significant experience in conservatoire screen and audio training</p> <p>Ability to review, reflect and evaluate to inform change</p> <p>Ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in the subject area</p> <p>Ability to create and maintain an inclusive and safe learning environment for all students</p> <p>Ability to work effectively and creatively with students and colleagues</p> <p>Ability to organise own time effectively</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>Ability to adapt to different learning styles and requirements.</p> <p>Excellent interpersonal skills</p>	<p>Experience of film production</p> <p>Experience of screen editing</p>	CV/ Cover Letter/ Interview
KNOWLEDGE	<p>Extensive breadth and depth of knowledge, contemporary professional application and understanding in screen and audio</p> <p>Understanding across the course curriculum and the scholarship associated with it</p>		CV/ Cover Letter/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
EXPERIENCE	<p>Extensive and demonstrable experience in a pedagogical and/or industry context</p> <p>Experience of delivering teaching and/or training.</p> <p>Experience of directing screen and audio and projects.</p> <p>Experience of working with some element of Future Tech- VP Environments, MOCAP</p> <p>Continuing professional development</p> <p>Safeguarding</p> <p>Health and safety in professional or training settings</p> <p>Work on unconscious bias, consent and inclusion</p>	Facilitation and conflict resolution skills	CV/ Cover Letter/ Interview
PERSONAL QUALITIES	<p>Creativity and resilience</p> <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</p> <p>Flexibility, positivity and empathy</p> <p>Ability to maintain calm and focus in emotional and challenging situations</p> <p>Self-reflective and solution oriented</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.