

JOB DESCRIPTION

JOB TITLE	Lead Practitioner (Production Management)
TYPE OF CONTRACT	Permanent, full-time
RESPONSIBLE TO	Head of Technical Training
RESPONSIBLE FOR	Freelance Production Practitioners
COUNTERSIGNING MANAGER	N/A
GROSS ANNUAL SALARY	£31,500 - £36,500
HOURS OF WORK	40 hours per week; Monday to Friday (9.30am – 6.30pm) plus evening and weekend work as and when necessary
KEY WORKING RELATIONSHIPS	Head of Technical Training, Head of Actor Training, Lead Practitioners, Associate Teachers (Technical)
INTERNAL	
EXTERNAL	Visiting Designers, 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. Christmas closure)
PENSION	After three months of continuous service you will be automatically enrolled into our qualifying workplace pension scheme. 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 inspire, teach and support the next generation of production managers, stage managers and technicians. The Lead Practitioner – Production Management will act as Production and Technical Manager for LAMDA’s Sainsbury Theatre and other theatre spaces as required. The post will be responsible for managing production and repair & maintenance budgets. The role requires the individual to give class to the students, as well as supporting them in their delivery of practical production roles.

Be the departmental lead for the technical discipline, ensuring that practice keeps pace with current industry practice technically, and in terms of environmental sustainability and inclusivity, and providing advice to course leaders/Head of Technical Training on matters of course and teaching and learning development particular to the discipline.

DUTIES AND RESPONSIBILITIES

- Overseeing the Production Management of LAMDA public productions and acting as Tutor to the student Production Manager and Production Assistant.
- Teaching and acting as a personal tutor to students to deal with and, where appropriate, triage non-academic aspects of the student experience.
- Supervision of fit-ups, technical and dress rehearsals and performances in LAMDA’s studio theatres.
- Giving lectures and classes as directed by the Head of Technical Training and carrying out any other teaching duties deemed necessary as a member of the teaching staff of the Production & Technical Arts – Stage and Screen (PTASS) course, and generally supervising all student work in the capacity of a Trainer.
- Provide supervision for students in individual undergraduate research projects
- Deputise for the Head of Technical Training, as required
- Develop, implement and manage the PTASS Sustainability Policy
- Caring for the personal and professional well-being of students on the PTASS course.
- Advise on and support the procurement, purchase or rental of all technical and production equipment for the theatre and to manage the use and maintenance of all such equipment.
- Manage elements of the annual budgets set in liaison with the Head of Technical Training, and in accordance with the Head of Finance.
- Responsible for managing the maintenance of all elements of stage engineering installations in the Sainsbury theatre.
- Attending staff and committee meetings as required. including Health and Safety committee, Academic Board, Learning Teaching and Quality Committee.
- Ensuring the security of the LAMDA premises and ensuring that no unauthorised students or members of the public are allowed unsupervised access to the theatre.
- Responsible for arranging appropriate training for PTASS in regard to industry requirements e.g. Safe Use of Telescopes, PAT Testing.
- To help develop, produce and enforce the health and safety policies for the Production department’s areas of responsibility, ensuring the Facilities Manager is informed when health and safety issues are not being addressed properly in the venue.

- Keep abreast of current Health and Safety legislation, ensuring that the theatre's health and safety policy is updated regularly in accordance with legal and industry standards.
- Act as the health and safety officer for all technical and production activity in the theatre
- To carry out risk and COSHH assessments for all productions.
- Liaise with the relevant statutory officials regarding annual health and safety inspections, LOLER etc.
- 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 Technical Training) 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 periodic programme review and forward planning.
- To maintain academic and/or professional standards and work in accordance with LAMDA policies
- To help students absorb knowledge, build upon it and help them to overcome any problems they encounter in understanding and applying knowledge.
- To undertake the Fellowship programme of the Higher Education Academy
- To attend all meetings as requested by Head of Technical Training
- To undertake other relevant duties, as required
- 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

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<ul style="list-style-type: none"> -Excellent practice in one or more technical disciplines, including construction -Ability to review and appraise the performance of other teachers -Ability to Review, Reflect and Evaluate to inform change -The ability to stimulate and encourage the commitment to learn in others and to promote depth of learning in the subject area -The ability to create and maintain an inclusive and safe learning environment for all students -Ability to work effectively and creatively with students and colleagues -Ability to work and learn alongside students in co-creation -Ability to organise own time effectively, so as to meet deadlines and manage competing priorities -Good analytical skills and the ability to respond to problems which arise in learning situations -Ability to translate teaching and learning into the virtual learning environment -Negotiating and influencing -Problem solving 	<ul style="list-style-type: none"> -Expertise on one or more of the following: Site specific / outdoor touring, Sustainability, Projection, Stage Management 	Application/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
KNOWLEDGE	<ul style="list-style-type: none"> -Extensive breadth and depth of knowledge, contemporary professional application and understanding in the discipline (s) -Understanding across the course curriculum and the scholarship associated with it -Extensive knowledge of all aspects of technical procedures in a venue – to include rigging and counterweight flying -Extensive knowledge of current sustainable practice in the Arts Industry -AutoCAD -Extensive knowledge of current Health & Safety practice, and risk assessments 	<ul style="list-style-type: none"> -IOSH Managing Safely 	Application/ Interview
EXPERIENCE	<ul style="list-style-type: none"> -Substantial experience in production or technical management -Experience of managing a technical department in a venue -Experience of setting and managing budgets -Continuing Professional Development 	<ul style="list-style-type: none"> -Teaching experience in an HE/Conservatoire setting -Facilitation skills -Conflict resolution -Artist/technician development and participatory arts in a variety of setting and a variety of audiences -Work on unconscious bias, consent and inclusion -Safeguarding -Health and safety in professional or training settings 	Application/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
QUALIFICATIONS	-Degree and / or relevant Industry experience	-Formal learning (or equivalent) in a relevant subject and a research and/or professional qualification.	Certificates (if applicable)
QUALITIES	<ul style="list-style-type: none"> -Leadership -Creativity -Resilience -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 -Collaborative team player with ability to communicate clearly and effectively -Flexibility – the ability to adapt to different learning styles and requirements. The ability to adapt to different styles of Direction -Resilience -Empathy 		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. Following the completion of our new facilities in west London, the Academy will welcome Sarah Frankcom Director and 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. 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.