

JOB DESCRIPTION

JOB TITLE	Producer (Film)
TYPE OF CONTRACT	Full-time contract 12-month fixed term (Fractional option may be available for the right candidate)
RESPONSIBLE TO	Head of Graduate Screen Projects, Digital Assets & Partnerships
GROSS ANNUAL SALARY	Grade 5 £41,621 - £46,845 (Full-time) Please note: LAMDA's policy is to appoint to the first point of the pay grade scale, deviation from policy may be applied in exceptional circumstances which will be determined by business need.
HOURS OF WORK	37 hours over 5 days; (Monday to Saturday). Between the hours of 09.15am - 6.30pm. Evening work may be required as and when necessary.
KEY WORKING RELATIONSHIPS	Heads of Screen & Audio, Assistant Professors, Specialist Practitioners, PTASS staff, Screen & Audio Tutors, Drama School staff.
INTERNAL	
EXTERNAL	Visiting industry writers, directors, internal and external post-production crew, professional practitioners and technical suppliers, industry partners.

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 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 affect 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) CYCLE TO WORK SCHEME	LAMDA offers a salary sacrifice cycle to work scheme
(6) EYE TESTS	Sight test costs are reimbursed to employees who require VDU use.
(7) 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.
(8) 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 produce short films for the BA and MFA Professional Acting courses, to manage all crew in regard to the delivery of these films, and to mentor a small group of Production and Technical Arts students (PTASS) as they develop the skills required to work within Film and TV production. The role requires the individual to give classes to the students as well as supporting them in their delivery of practical film unit roles.

DUTIES AND RESPONSIBILITIES

- To oversee the pre-production, production, and post-production of short films and media assets, including commissioning scripts, contracting freelance staff, line producing, budget management, kit hires, and location management), as directed by the Heads of Screen & Audio. Ensures that projects are delivered on-time, on-budget, and to specification.
- Regularly report to the Heads of Screen & Audio and key stakeholders, flagging potential risks or delays and identifying suitable mitigation options.
- Apply continuous learning to production challenges to advance production processes.
- To collaborate with and organise additional production staff to ensure the delivery of projects in accordance with LAMDA's needs and those of additional stakeholders.
- To teach classes to PTASS students and to mentor them in production roles when assigned to the film production module, in collaboration with the Heads of Screen & Audio, the Screen & Audio team, the Course Leader of PTASS, and the Head of PTASS.
- To train PTASS students in aspects of media production and production management, including a variety of on-set roles. This includes the basic use of industry-standard software packages (e.g. MovieMagic, ShotGrid)
- To ensure the compliance of Screen & Audio productions with key LAMDA policies (i.e. Casting Policy) and with BAFTA Albert's principles.
- To ensure adherence to relevant Health and Safety guidelines on all production work carried out by students at LAMDA. This will include risk assessments and appropriate documentation.
- To provide a safe and inclusive environment that supports all our students in their learning and

development, employing anti-racist teaching and practice appropriate to a drama training setting, and fostering allyship within the LAMDA community

- To prepare 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 provide formative and summative feedback in written format at the end of each term for students in all classes taught.
- To set up all students facing information on the VLE (Canvas) and continuously add and adjust as necessary.
- Where required, to set assessment tasks, mark and assess work and support the moderation process.
- To undertake organizational and administrative tasks related to learning you lead.
- To maintain academic and/or professional standards and work in accordance with LAMDA policies.
- To evaluate, reflect and review your teaching with students and contribute to the development of teaching, learning and curriculum development at LAMDA.
- To attend all meetings as requested by the Head of Screen & Audio
- Any other duties as specified from time to time by the Head of Screen & Audio.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	• Proven ability to manage complex teams including a minimum of 20 creatives, technicians, and actors. • An in-depth knowledge of current screen, audio, and new media production practices. • Industry links which will benefit the growth of the school and which could provide work placement opportunities to LAMDA students. • Excellent project management skills. • Good analytical skills and the ability to respond with agility to issues or shifting priorities. • The ability to communicate complex knowledge clearly, both orally and in writing. • 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 and production environment for all students.	-Qualified First Aider	Application/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	- Ability to work effectively and creatively with students and colleagues. - Ability to translate teaching and learning into the virtual learning environment.		
KNOWLEDGE	- Extensive knowledge of all aspects of film and television production management and technical procedures. - Relevant Health and Safety legislation and practices. - Expertise in the part of the curriculum to be taught and the scholarship associated with it. - Relevant software packages (i.e. Movie Magic). - Location logistics (licensing, management, etc.) - Budget management.	- Firearms Licensing. - Intimacy Coordination and consent-based practices. - Understanding of AI tools and their applications within production processes.	Application / Interview
EXPERIENCE	- Proven line production management at feature film level or on more than one festival accredited short film. - Experience managing budgets up to and above £50 000. - Experience of delivering teaching	Experience of working in an educational setting is desirable.	Application/ Interview

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	and/or training. • Experience delivering multiple projects simultaneously.		
QUALIFICATIONS	• Related undergraduate degree (i.e. Production and Technical Arts) and/or suitable professional experience.		Certificates, Credits
QUALITIES	• 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 with both internal and external suppliers. • Commitment to excellent customer service. • Skilled in people and conflict management.		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 may be required to go through a DBS 'Standard Disclosure' check if this is deemed necessary as part of the role then the expenses will be met by the Academy.