

Job Description

Job Title	Stage Management Tutor (36 week per annum contract)
School/Department	Central Production Unit (CPU)
Job Holder	Vacant
Responsible to	CPU Managers
Date	August 2010

1. Job Purpose

The post-holder will be responsible to the CPU Manager(s) for ensuring the delivery of Central Production Unit supported productions to a professional standard within the Academy Production Schedule and in accordance with the course requirements of the BA Technical and Productions Arts degree programme. The Central Production Unit will provide a professional workplace environment to enable students to experience work in a production context.

The Academy production schedule will require the Stage Management Tutor to provide support to Academy Productions, and to provide tutoring and mentoring to the students during their placement within the Central Production Unit.

The post-holder will liaise closely with the subject lecturer to ensure that the student learning experience is cohesive.

2. Duties and Responsibilities

As a member of the Central Production Unit, the post-holder will be required to:

- Utilise specialist **Stage Management** skills and expertise to deliver the requirements of Academy productions. During specific times of the production schedule, there may be no student involvement.
- Achieve effective production outcomes within the resources and timescales available.
- Provide Stage Management Support for productions, as required by the central rota (produced by the CPU Manager(s)), in line with identified hours of availability as determined by the CPU Manager(s)

- Be responsible for the management of the production budget within your area, as delegated by the CPU Manager(s)
- Be responsible for the communication and implementation of safe working environment and methods, within Health and Safety guidelines.
- Ensure high standards of housekeeping in all areas of the Central Production Unit
- Participate in relevant Academy-wide and external committees
- Act as a professional representative of the Academy externally and to retain an active profile in the profession, as appropriate
- Participate in the annual career review scheme
- Undertake such additional appropriate duties as may be required by the CPU Manager(s)

During Mentored Production placements, the post-holder will be required to:

- Facilitate students in the achievement of effective production learning outcomes within the resources and timescales available.
- Tutor students in skills and techniques appropriate to their role within a production process.
- Deliver practice-based tutorial supervision of students who are working on the production process, ensuring that learning outcomes as defined by the Subject Lecturer are achieved.
- Liaise closely with the Subject Lecturer in regard to student progress and development, to assist the Subject Lecturer in the provision of an effective Feedback and Development process.
- Contribute actively, and as appropriate, to student assessment, as directed by the CPU Manager(s) and in accordance with the course curriculum.

3. Scope of the Job

Financial:

Where there is a devolved budget, to manage that budget effectively under the direction of the CPU Manager(s).

Staff:

Not Applicable

Others:

Not Applicable

4. Context

Operating Environment:

The post-holder will work within a practical production environment within a professional Conservatoire setting. From time to time, this will include venues and locations outside of Academy premises.

Framework and Boundaries:

The post-holder will be required to ensure adherence to the Academy Production Schedule as agreed with the Head of Production Planning, and ensure the Central Production Unit work practices enforce and support the following:

- Quality assurance
- Academy Regulations
- Equal Opportunities Policy
- Disability Policy
- Health and Safety Policy
- Admissions Policy

Organisation:

Please see the attached organisation structure charts appended.

5. Relationships

Line Manager: CPU Manager(s)

The post-holder will work closely on a day-to-day basis with the CPU Manager(s) to meet the needs of Academy Production Schedule.

The post-holder will also liaise with the CPU Manager(s) to realise the agreed learning outcomes for students, including the completion of assessments.

Staff Management:

Not Applicable

Other Contacts:

a) Within the Academy:

- Close liaison with the Subject Lecturer to ensure delivery of student learning outcomes and student progress,
- Close collaboration with other members of the Central Production Unit.

- Membership as appropriate of School Committees
- b) Outside the Academy:
 - Liaison with appropriate external professional contacts as required.

6. Knowledge and Experience

Although the under-mentioned qualifications are desirable, equivalent skills and experience may be deemed equally acceptable.

Qualifications:

Essential

- Appropriate professional qualification(s)
- A valid UK driving license
- Evidence of fire arms training

Experience:

Essential

- Significant relevant Stage Management experience
- Previous experience of mentoring / tutoring of Stage Management

Knowledge/Skills:

Essential

- Ability to communicate effectively at all levels
- Knowledge of contemporary professional practice
- Demonstrable knowledge of the professional production process
- Score reading for Dance, Musical or Opera productions

7. Complexity

Due to the nature of the industry, there may be a requirement for tutors to work out-with 'normal' working hours. This will be agreed in advance with the Central Production Unit Manager(s) and TOIL periods or payments identified at this point, in accordance with the Academy's TOIL and overtime policy.