Job Description

Job Title | Lecturer in Acting (Musical Theatre)
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School/Department | Drama, Dance, Production and Film
Job Holder | Vacant
Responsible to | Head of Musical Theatre
Date | June 2018

1. Job Purpose

You will deliver specialist teaching on the undergraduate and postgraduate programmes within the Conservatoire and contribute to the development of relevant programmes across the Conservatoire and to the methods of delivery.

You will be required to develop learning support materials, methods and applications, including the examination and assessment of student work.

You will be required to recruit and maintain home/EU and international students and/or actively contribute to research and/or other modes of income generation in line with Conservatoire policies.

You will have delegated supervisory and coordination duties specific to strand-relevant sessional, fee paid and part time staff as agreed with the Head of Musical Theatre and in line with activity planning activities.

2. Duties and Responsibilities

The duties detailed below are specific to the Lecturer in Acting (Musical Theatre) role and will be agreed year on year with the Head of Musical Theatre as part of the annual activity planning process:

- Module Coordination of all modules where Acting is the primary focus
- In consultation with the Head of Musical Theatre, the planning, implementation and organisation of all module components that directly relate to acting provision on the BA and MA Musical Theatre Programmes
• To provide, when required, consultation on all acting requirements for project and production based activities for both MA and BA Musical Theatre programmes
• To deliver classes and workshops directly related to acting on both BA and MA Musical Theatre programmes
• Participation with audition processes, internal (season auditions) and external (applications for MA and BA MT programmes)
• Undertake duties as Project and Production Director as coordinated and in agreement with the Head of Musical Theatre

The duties listed below represent the broad range of general duties for Lecturer positions within the RCS, and may be allocated to Lecturers as required as part of the activity planning process:

• Prepare modules, deliver teaching and conduct tutorials and assessments for students within the School of Drama, Dance, Production and Film

• Undertake key production and performance roles as required for the effective planning and delivery of Programme performances, productions and projects

• Be responsible for the creation and implementation of effective learning support materials, methods and applications

• Undertake, as required, the necessary administrative duties including module co-ordination, the examinations process and all other aspects of Quality Assurance

• Undertake, as delegated by the Head of Musical Theatre, supervisory and coordination responsibilities specific to sessional, fee paid and part time staff involved in the delivery of your subject strand

• Ensure pastoral care of all students on BA and MA Musical Theatre Programmes and other relevant courses.

• Support the Head of Musical Theatre in the evolution of a strategy for and the development of pre- and post-HE Musical Theatre provision, working with the Lifelong Learning, Junior Conservatoire and Fair Access teams as appropriate

• Take a leading role in the delivery of a range of Musical Theatre provision pre and post HE, including the management of staff involved in the delivery

• Undertake necessary travel in relation to student recruitment and partnership development activities
• Participate where appropriate in the student recruitment and admissions process

• Participate in relevant School, Conservatoire-wide and external committees

• Act as a professional representative of the Conservatoire externally and to retain an active profile in the profession, as appropriate

• Participate in the Conservatories Goals Setting, Career Review and Activity Planning process

• Undertake any other reasonable duties on behalf of the Head of Musical Theatre and the Director of Drama, Dance, Production and Film as required

Scope of the Job

Financial:
Where there is a devolved budget, you will be required to manage that budget effectively under the direction of the Head of Musical Theatre and to contribute to the regular review of value for money.

Staff:
You may be required to identify and recruit suitable external visiting artists and to coordinate and supervise such individuals. Activities could include negotiating and contracting, ensuring appropriate induction activities are completed and familiarisation with internal processes and systems. In addition, you may facilitate their working with students.

Others:
You will work closely with colleagues from across both schools and departments to ensure that the programme content for BA and MA Musical Theatre remains relevant and promotes collaborative practice across all forms.

4. Context

Operating Environment:
Internally, the Conservatoire is an intense, student-centred environment in which students are regarded as professionals in training. Performance is the Conservatoire environment. From time to time, you will be required to work in venues and locations outside of Conservatoire premises.

Framework and Boundaries:
As a member of the School of Drama, Dance, Production, and Film you will be required to work within the Conservatoire Strategic Plan, the Conservatoire Regulations, Health and Safety Regulations, Policies and procedures and Quality Assurance processes required by the Conservatoire as well as the appropriate departmental policies. You will be expected to actively engage in health and safety and to be responsible for your own health and safety in the course of your work.

Where there are delegated supervisory and coordination responsibilities specific to staff within the programmes, you will be responsible for the implementation of the Conservatoire Health and Safety Policies, ensuring that your staff are aware of them and abide by them. You will monitor the implementation of such policies and be responsible for taking any necessary action arising. In particular, there is a high level of accountability for ensuring that effective health and safety practices are embedded in all aspects of the work of your area of responsibility and that required standards are met. The Conservatoire expects a high level of accountability for health and safety in posts which line manage staff and /or operate at a responsible level.

5. Relationships

Line Manager: Head of Musical Theatre
- Regular meetings with the Head of Musical Theatre to discuss on-going projects within the department and discuss any issues arising
- Weekly Programme Team Meetings to discuss programme and student progress
- Daily collaboration with broader complement of staff within the department to discuss pedagogy, workload and allocation of tasks, any queries that have arisen etc.

Other Contacts:
 a) Within the Conservatoire:
- Close collaboration with other colleagues across the Conservatoire
- Membership as appropriate of Conservatoire Committees such as Academic Board, Progress Committee etc as agreed with the Head of Musical Theatre

b) Outside the Conservatoire:
- As appropriate, on a national and international basis, liaison with professional artists, researchers, companies, funding bodies, other conservatoires and HE and FE sector schools.
6. Knowledge and Experience

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

Qualifications:

Essential:
- A degree in a relevant subject specialisation or an equivalent vocational / professional qualification or significant broad, relevant and vocational experience that includes a teaching qualification.

Desirable:
- Teaching qualification

Experience:

Essential:
- Demonstrable experience and demonstrated success in developing innovative teaching methods
- Experience of contributing to the enhancement of quality in teaching within own subject area
- Previous experience of being responsible for the creation, design and content of course units within own subject area.
- Experience of teaching and examining courses in own subject area to all levels of students through a variety of means
- A current or developing profile as a practitioner in the performance industries

Desirable:
- Experience of negotiating and managing contracts with external parties and participating in external networks
- Experience of teaching within a Conservatoire environment

Knowledge and Skills:

Essential:
- High level planning and organising ability and previous project/people management experience.
- Authoritative knowledge of the work practices processes and procedures relevant to the role, including broader sector/commercial awareness.
- Understanding of the regulations and national codes of practice and the implications of non-compliance
- Ability to design and deliver course materials along with proven ability to devise, advise and manage learning programmes.
- Ability to coach and develop tutorial groups in own specialised area, developing knowledge and learning skills of those being tutored
- Ability to plan and review own teaching load and approach to teaching, contributing to the development of the wider curriculum
• Demonstrable knowledge of the national and/or international cultural landscape
• Demonstrable knowledge of the HE and/or conservatoire sector would be advantageous
• Knowledge of the specialist subject area

Desirable:
• Experience of/participation in research activity and professional development activities

7. Additional Information

The Royal Conservatoire of Scotland has a policy on widening access, and has instigated a number of initiatives aimed at increasing participation from students from under-represented groups.

Additional hours, including working evening and weekends, may be necessary to fulfil the requirements of the role. Time off in lieu of extra hours worked will be given wherever reasonably possible.

8. General Responsibilities (all staff)

a) Health and Safety
• To take care of your own health and safety at work and that of other persons who may be affected by your work activities.
• To apply at all times best practice in health and safety. You must safeguard the health and safety of all persons affected by the work activities you supervise at any premises you have control over.
• To work in the safe manner in which you have been trained and instructed and to advise your line manager of any health and safety issues you become aware of.

b) Policies and Procedures
• To familiarise yourself with the detail of the Conservatoire’s Policies and Procedures and to actively ensure adherence.

c) Use of equipment and other appliances
• To take fullest care in handling, operation and safeguarding of any equipment, vehicles or appliance, used or issued by the Conservatoire or provided or issued by a third party for individual or collective use in the performance of your duties.

d) Dignity at Work and Study
• To uphold the Conservatoire’s Dignity at Work and Study policy and practices and to treat all colleagues, students and contacts with respect and in accordance with the values of the Conservatoire.
• To promote and deliver excellence in services that value all staff and students.
• To recognise and acknowledge the potential multiple barriers to participation and success that exist for applicants, students and staff with care experienced backgrounds; those with caring responsibilities; and those with protected characteristics, and to work with colleagues across the Conservatoire to collectively identify ways in which the barriers can be reduced and eliminated

e) Personal Development
• To continuously enhance best practice in your area, undertaking training and Continuous Professional Development as appropriate.

f) Information Technology
• To implement security measures to protect against unauthorised access to, alteration or disclosure of information held on computer and to ensure adherence to the principles of the Data Protection Act and appropriate IT policies and procedures.
• To undertake any training in the operation of new technologies and associated systems as required.

g) Vision
• To promote and adhere to the Conservatoire Vision. (as detailed below)

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10. Our Vision

To be Scotland’s globally-recognised and inspirational leader in learning for the performing arts, attracting and nurturing the best Scottish and international creative talent.

As a Board of Governors, staff and student team, we embrace and are motivated by:

— Inclusivity, diversity and individuality.
— Disciplinary excellence and innovative cross-disciplinary collaboration.
— Breaking down barriers and challenging boundaries.
— The advancement of creative citizenship and leadership across the performing arts for our nation and for the world.

As a member of staff you will be expected to actively embrace these principles and demonstrate them in the course of your work.

Our Strategic Plan is based on the following four pillars:

1. **Driving focused excellence.**

We will:
— Create a culture of continuous professional development, to enhance and enrich the experience of our students and staff.
— Ensure that we deliver choice and flexibility to our students and embed pedagogical skills throughout our curriculum.
— Attract outstanding teachers and artists of international repute, who will act as a magnet for outstanding students.
— Apply technology to enhance our students’ learning experience and to make us more efficient and effective.
— Deliver advancement and scholarship campaigns to support the development of a world-class creative campus and to attract and retain the best artists, teachers and researchers.
— Further enhance the quality, reach and impact of our research.
— Develop a sector-leading approach to improvisation through our curriculum.

2. **Promoting diversity.**

We will:
— Diversify art forms and disciplines, enrich the pool of talent, and connect more widely and deeply with diverse communities.
— Develop ground-breaking RCS Community Centres of Excellence through great partnerships.
— Nurture the talent of more of Scotland’s young people, so as to increase their choices and opportunities.

3. **Advancing lifelong learning.**

We will:
— Nurture talent, creativity and active citizenship in all of our students.
— Develop excellence in the Junior Conservatoire, connecting us with more talented young people through focused and active partnerships with schools and key stakeholders
— Innovate our open access programme to contribute to the well-being and fulfilment of individuals of all ages and backgrounds.
4. Embracing our role as a national and international performing arts institution.

We will:
— Inspire and engage young people through creating a Teach Arts for Scotland programme, promoting excellent performing arts teaching in schools.
— Recognise and celebrate excellent arts teaching in Scotland’s schools.
— Create an International Advisory Board to help realise our vision and advance our values on the world stage.
— Build partnerships and new relationships nationally and internationally.
— Be a national and international advocate for education in the performing arts