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JOB DESCRIPTION

Job Title: Programme Studio Manager - Performance and Design Technologies	Accountable to: Designated Technical Operational Manager
Contract Length: Permanent	Hours per week/FTE: 35 Weeks per year: 52
Salary: £41,454 to £49,534 pa	Grade: 5
College/Service: Chelsea Camberwell Wimbledon/Technical Resources	Location: Merton Hall Road / Wimbledon

Purpose of Role:

To: Operate as a key member of the Performance & Design Technologies Programme Team, working closely with the Performance Programme Directors and Course Leaders to enable, enact and enhance the progressive pedagogical ethos of Performance at UAL: Wimbledon

To: Provide specialist technical knowledge, support and guidance to Performance and Design Technologies students in the creation, operation, and utilisation of practices in live, recorded, and digital performance environments and workshops in costume, costume design, technical arts, creative technical theatre, and production arts for screen.

To: contribute constructively to the planning, delivery, and development of course objectives, learning outcomes, and scheduled practical and production activities, including cross-Programme full-scale theatre productions and programme-based studio and site-specific productions and learning outcomes

To: Enable the practical delivery of workshop and studio-based activities, using specialist subject knowledge to proactively facilitate and co- ordinate student practical work from a performance and design perspective

To: Facilitate students' development as technically aware performance practitioners, whilst respecting their primary identity as designer/creators/performance-makers

To: Engage with research, knowledge exchange, and professional practice initiatives, supporting School projects with specialist technical knowledge, supervision, and expertise

To: Oversee the safe operation and appropriate resource management of the Performance and Design Technologies Studios and Workshops, including supervision of reporting technical staff and any temporary studio assistants or alumni fellows. Role modelling behaviours that underpin actively engaging with the subject ethos and academic ambition of the Performance Programmes, fostering productive working relationships between academic and technical staff

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To: Actively engage with the subject ethos & academic ambition within the Programme – developing expertise to contribute to the continual development of technical resources & expertise, and facilitate student learning activities

Duties and Responsibilities

- To line manage and support a group of Specialist and Support Technicians in the delivery of the agreed Programme activities
- Liaise with relevant departments and individuals to ensure support is anticipated and provided
- Provide technical and creative support to all users of the Programme's studio and performance spaces
- Maintain the Programme's AV archive material in-line with GDPR and make available to staff and students as required, including for promotional and recruitment purposes
- Ensure adequate event and technical support is in place when absent
- Ensure all health and safety requirements are met for the use of technical resources and produce risk assessments for all technical delivery /activities.
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used.
- Attend Health & Safety/production/course planning meetings.
- Regularly update and advise all users (including students) of the workshops, studios, theatres, and event spaces on the safe use of the area and equipment.
- To actively collaborate with the Programme Director and Course Leaders to ensure effective technical resource arrangements and progressive working relationships across the Courses
- To actively develop, enhance, and assure the relevance and industry-appropriateness of technical practices, procedures, processes, and resources supporting the operation of the programme, undertaking relevant professional training and skills-updating as required
- To identify opportunities for collective staff development with academic colleagues
- To actively contribute technical performance expertise to the development of a School-wide culture of cross Programme engagement with technical resources as agreed between Programmes
- To participate at relevant Committees and Forums ensuring that technical resources deliver a *productive student experience* to meet Key Performance Indicators (for example outcomes from student surveys)
- To contribute to the generation of learning materials, reports, and management information as required
- To ensure appropriate and safe working standards for both staff and students working in the learning environments by creating a culture of awareness through the implementation of clear studio and workshop principles, processes, and procedures and conducting formal risk assessments as required. To undertake health and safety duties and responsibilities appropriate to the role.

- To liaise with the Technical Operational Managers and communicate directly with regular suppliers and manufactures when sourcing materials and placing orders, and to ensure that accurate records of transactions and purchase of equipment and consumables budgets are up-to-date and accessible; and assets are tracked.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work
- To personally contribute towards reducing the university's impact on the environment and support actions associated with the UAL (University of the Arts London) Sustainability Manifesto (2016 – 2022)
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Technical Operational Managers
- Programme Directors
- Course Leaders
- Academic Staff, Technical Staff, Visiting Staff or Professionals
- Students
- Finance
- Suppliers

Specific Management Responsibilities

Budgets: Devolved Consumables Budgets and assigned Production Funds

Staff: Specialist Technicians & Lead Technicians

Other Performance Spaces, Workshops, Associated Learning Environments and Equipment

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PERSON SPECIFICATION	
Specialist Knowledge/ Qualifications	Working knowledge of HE Environment/academic cycles and contemporary pedagogic practice Knowledge and experience of theatre and performance production process and practices in a professional/industry/HE environment Qualification to BA level in one of the following Art, Design or Performance or equivalent Industry level qualifications or certification (with specialist knowledge relevant to the designated Programme area of role) Desirable - PG Cert in Academic Practice in Art, Design & Performance; MA in Theatre and Performance practice or cognate discipline Demonstrable practical knowledge of H&S, COSHH, Risk Assessment and safe working practices
Relevant Experience	Experience of production in a professional theatre/performance environment Strong, proven experience and/or qualification in performance practice and related performance design technologies Excellent working knowledge of IT including projector set-up, PowerPoint presentations, and specific theatre/film/tv industry operating and design programs. Up to date knowledge of performance design practices and technologies- including digital developments within practice. Experience of working collaboratively with academic & technical colleagues in relevant Subject area Demonstrable experience of organisational & coordination skills to ensure efficient and effective use of technical resources
Communication Skills	Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way including the ability to liaise across different professional groups Excellent coordination skills to ensure effective co-delivery of learning experiences
Leadership and Management	Motivates and leads a team effectively, setting clear objectives to manage performance

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Research, Teaching and Learning	Applies innovative approaches in teaching, learning or professional practice to support excellent teaching, pedagogy, and inclusivity
	Experience in working with actors and performers in training and professional environments to facilitate their learning in production contexts
	Applies own research to develop learning and assessment practice
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism including developing expertise that contribute to the development of pedagogic practice and resource management
Planning and managing resources	Plans, prioritises, and manages resources effectively to achieve long term objectives
Teamwork	Works proactively and collaboratively as part of the Programme team and where appropriate across or with different professional groups
Student experience or customer service	Builds and maintains positive relationships with students or customers (which includes colleagues)
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems

Signed ST date of last review 01/02/2023 (HoTR
CCW)