

JOB DESCRIPTION		
Job Title: Programme Studio Manager - Acting and Performance		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
<p>Purpose of Role:</p> <p>To: Operate as a key member of the Acting and Performance Programme Team, working closely with the Performance Programme Directors and Course Leaders to enable, enact and enhance the progressive pedagogical ethos of Acting and Performance at UAL: Wimbledon</p> <p>To: Provide specialist technical knowledge, support and guidance to Acting and Performance students in the creation, operation, and utilisation of practices in live, recorded, and digital performance environments. This may include enabling the live-streaming of performances as well as designing and managing multi-modal and mixed-media technical theatre set-ups.</p> <p>To: Carry out broad theatre technician duties as part of a technical team, such as technical theatre support; lighting and sound, managing, editing, and mixing music and video footage for performances across artistic, academic, live performance and digital production work.</p> <p>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 theatre productions</p> <p>To: Enable the practical delivery of acting and performance studio-based activities, using technical theatre &amp; performance specialist subject knowledge to proactively facilitate and co-ordinate student practical work from a technical theatre perspective</p> <p>To: Facilitate students’ development as technically aware and astute actors and performance practitioners, whilst respecting their primary identity as actor-creators/performance-makers</p> <p>To: Engage with research, knowledge exchange, and professional practice initiatives, supporting School projects with specialist technical knowledge, supervision, and expertise</p> <p>To: Oversee the safe operation and appropriate resource management of the Acting and Performance Studios, 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 Acting and Performance Programme, fostering productive working relationships between academic and technical staff</p>		

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 Live Performance Specialist Theatre and Performance Technicians in the delivery of the agreed Programme activities
- Provide training and support to set up and technically manage live performance/ event-based digital technologies and live-streamed/recorded performances
- 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
- Assist academics and students with digital theatre production, sound recording, filming, mixing, editing and technical production of performances for Acting and Performance inductions, workshops, rehearsals productions and assessments.
- Ensure adequate event and technical support is in place when absent
- Ensure all health and safety requirements are met for the use of the performances spaces and produce risk assessments for all theatre / event space 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 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 environment in Acting and Performance 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.

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- 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, Associated Learning Environments and Equipment

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PERSON SPECIFICATION	
Specialist Knowledge/ Qualifications	<p>Working knowledge of HE Environment/academic cycles and contemporary pedagogic practice</p> <p>Knowledge and experience of theatre and performance production process and practices in a professional/industry/HE environment</p> <p>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)</p> <p>Desirable - PG Cert in Academic Practice in Art, Design &amp; Performance; MA in Theatre and Performance practice or cognate discipline</p> <p>Demonstrable practical knowledge of H&amp;S, COSHH, Risk Assessment and safe working practices</p>
Relevant Experience	<p>Experience of production in a professional theatre/performance environment</p> <p>Strong, proven experience and/or qualification in digital performance practice, sound, lighting design and/or live broadcast streaming video and projection.</p> <p>Excellent working knowledge of IT including projector set-up, PowerPoint presentations, and specific theatre/film/tv industry operating and design programs.</p> <p>Up to date knowledge of theatre practices - including digital, live vision and sound mixing, lighting systems, control apparatus, equipment power and distribution systems and its maintenance.</p> <p>Experience of working collaboratively with academic &amp; technical colleagues in relevant Subject area</p> <p>Demonstrable experience of organisational &amp; coordination skills to ensure efficient and effective use of technical resources</p>
Communication Skills	<p>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</p> <p>Excellent coordination skills to ensure effective co-delivery of learning experiences</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance</p>

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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 21/01/2022 (HoTR  
CCW and PD A&P)