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JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Creative Producer, School of Performance

College/Service: Camberwell Chelsea and Wimbledon Colleges, School of Performance	Location: Wimbledon College of Arts, Merton Hall Road
Contract Length: Permanent	Hours per week/FTE: 35/1.0
Salary: £47,120 - £56,771 per annum	Weeks per year: 52
Accountable to: Dean of Performance Arts and Foundation	Grade: 6

Purpose of Job:

Reporting to the Dean of Performance Arts and Foundation, the post holder will develop and realise theatre and performance production opportunities for students. This will include facilitating student productions within the School and externally facing creative activities such as showcasing, exhibitions, performances etc. The role supports collaboration and partnerships across the School and College to promote the work of students and to enhance student experience and recruitment.

The post holder will facilitate lead and project manage external events and exhibitions and extend the School's place-making and social engagement agendas. They will work closely with internal and external technical teams and departments to lead on the technical realisation of School production projects, festivals and degree shows. The post holder will use their communication and organisation skills to provide an outstanding student and wider audience experience.

Main duties and responsibilities:

The post holder will be expected to:

- Lead and implement the production strategy for the School of Performance, ensuring alignment with the College production and showcasing strategy.
- Work with the Dean and other teams such as Marketing and Communications, and Public Engagement to develop appropriate events, communications activity and promotional materials on behalf of the School, establishing new audiences and relationships.
- Liaise with internal and external technical teams and departments, ensuring safe working practices and H&S procedures are adhered to.
- Produce, manage and oversee the graduate productions for Acting and Performance, and showcases for Production Design and Technologies students, including co-ordinating the production management of such performances, external events and exhibitions.
- Working with students to teach skills in production and curation and supporting the development of students' graduate attributes through an awareness of public audience.
- Support international collaboration opportunities, working closely with CCW International to provide excellent partnerships and creative collaborations.
- Liaise with internal departments and external organisations, providing a bridge between professional practice and the work of the School.
- Work closely with College Marketing and Communications team to promote student productions, working on campaigns and general external promotion of the student work.
- Develop the performance culture and environment of the School to showcase work and engender collaboration, community and inclusivity.
- Work with central CCW and UAL teams to ensure the School's compliance with legal and technical requirements. Review and manage contracts, technical requests and digital accessibility requirements.
- Support internal and external showcasing and events for the School with creative admin when required, including artworking, presentations and editing.
- Contribute to the work of the School Senior Management Team and support the Dean in the continuous development, strategic planning and review of the direction and delivery of the School's activities.
- Contribute to reviews and validations within the School.
- To be familiar with debates and research relating to decolonising the curriculum and awarding gaps within the HE Sector.
- Be a spokesperson for the School internally and externally.

Other:

- Contribute to appropriate College committees (including the School Board of Studies, member of School Senior Staff Team).
- Working within the UAL legal contracts protocol and University regulations when arranging projects with external industry and supporting colleagues in the School to ensure the protocol is adhered to.
- Undertake teaching duties appropriate to your subject discipline.
- Stay abreast of developments in your subject discipline through scholarly activity, professional practice and research.
- Manage staff as appropriate including induction, probation, 1:1 meetings and appraisal.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Staff Charter and Dignity at Work Policy, promoting equality diversity and inclusion in your work.
- 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.
- To personally contribute towards the Universities social justice agenda.

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

Dean, School of Performance Arts and Foundation
 Technical Production Manager
 Programme Directors
 Course Leaders and academic staff
 Technical teams
 Marketing and Communications team
 Public Engagement team

Specific Management Responsibilities

Budgets: Yes

Staff: Yes

Other: workshop and production schedules to plan and implement workflow

Signed: Jayne Knowles
 (Recruiting Manager)

Date of last review: December 2021

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Person Specification	
Specialist Knowledge/ Qualifications	<p>First degree or postgraduate degree in subject area related to performance.</p> <p>Teaching qualification (desirable).</p> <p>MA in a relevant subject (desirable).</p> <p>Production management and project management skills.</p> <p>Design and content production skills.</p> <p>Knowledge of digital software used to support performance.</p> <p>Knowledge of Health and Safety and safe working practices relating to performance.</p>
Relevant Experience	<p>Extensive experience in the production of performance events, project management, exhibition, art direction and curation.</p> <p>Experience of digital platforms and emerging technologies.</p> <p>Experience of working within an education environment and students (desirable).</p>
Communication Skills	<p>Communicates effectively orally and in writing adapting the message for a diverse audience in an inclusive and accessible way.</p>
Leadership and Management	<p>Motivates and leads a team effectively, setting clear objectives to manage performance.</p>
Research, Teaching and Learning	<p>Applies innovative approaches to creative producing, leadership, learning and/or professional practice to support excellent teaching, pedagogy and inclusivity.</p>

	Applies own research and/or professional experience to develop learning and assessment practice.
Professional Practice	Contributes to advancing professional practice/ research or scholarly activity in own area of specialism.
Planning and managing resources	Plans, prioritises and manages resources effectively to achieve long term objectives.
Teamwork	Builds effective teams, networks or communities of practice and fosters constructive cross team collaboration.
Student experience or customer service	Contributes to improving or adapting provision to enhance the student experience or customer service.
Creativity, Innovation and Problem Solving	Suggests practical solutions to new or unique problems.

Last Updated: December 2021