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**Job Description**

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| **Job Title:** | Deputy Director of Technical Training (DDTT) |
| **Job Holder:** |  |
| **Reports to (Title):** | Director of Technical Training (DTT) |
| **Reports to (Name):** | Neil Fraser |
| **Responsible for:** | Stage Management Team |
| **Hours of Work** | Full time  |
| **Salary Range** | Up to £50,000 per annum |
| **Length of role** | Permanent |

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| **Prime Function of Role:** |
| * Assist with leading the strategic direction of theatre production training at RADA.
* Assist with leading the student experience in theatre production at RADA.
* Lead Stage Management delivery at RADA.
* Lead and manage the staff and resources of the stage management faculty.
* Participate in the leadership of the Academy
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| **Accountabilities & Tasks:** |
| 1. Contribute to the strategic leadership of the theatre production faculty
	* Advise on potential short courses and widening participation activity to secure RADA’s strategic objectives in these areas.
	* Ensure that the faculty contribute effectively to RADA’s academic governance, including acting as joint Vice-Chair of Academic Board, Chairing the Technical Courses Committee.
	* Lead on assessment processes, design and implementation for stage management
	* Assist with curriculum development to take account of sector developments
	* Lead on academic admissions for stage management and assist with determining appropriate admissions systems in line with RADA’s policies.
	* Work with Student and Academic Services to ensure appropriate administrative systems to support the training are in place.
2. Lead the student experience in theatre production at RADA
	* Share with the Director of Technical Training personal tutor responsibilities for students.
	* Undertake responsibility for the delivery of professional development for students including placements.
	* Liaise with Student and Academic Services in appropriate pastoral support.
	* Ensure that the faculty members are contributing appropriately to support systems for disabled students.
	* Participate in systems upholding RADA’s rules and regulations (for example chairing misconduct panels).
	* Assist the DTT with ensuring that RADA has the appropriate staffing and systems in place to fulfil its production schedules.
3. Lead stage management delivery at RADA
* Undertake direct teaching and supervision of students in the subject of Stage Management.
* Manage all technical and pedagogical requirements within the area of Stage Management.
* Line manage the Stage Management tutor including undertaking appraisals and performance management if required.
* Ensure that detailed individual records of students’ progress are kept and provide regular briefings to the DTT, on both specific and general issues relating to individual student development.
* Be the lead thinker on the development of Stage Management training within RADA, acting as a sounding board for the DTT and the Academy Director, bringing in new thinking and ensuring that other members of the department remain up to date with current and emerging professional practices and trends.
1. Quality assurance in learning and teaching
	* Assist with the creation of mark schemes, assessment frameworks etc.
	* Continue to improve the quality of teaching and learning, specifically within the area of Stage Management.
2. Widening Participation
	* Further RADA’s access and participation objectives
	* Advise the WPO team on programme design and content for WP activities
	* Work with the WPO Manager to promote the programme to students from under-represented groups.
3. Academic and professional
	* Maintain own practice, research or professional interests in any area of theatre production
	* Contribute to the development of the Academy’s pedagogy across disciplines
	* Maintain own network of professional/academic contacts.

6 General duties* + Undertake any other related activities that may reasonably arise.
	+ Promote equality, diversity and inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
	+ Comply with data protection legislation and GDPR regulations regarding protecting personal data.
	+ Contribute to the development and culture of RADA, attend RADA training and staff events as and when required (including but not limited to annual staff conference and termly town hall meetings).
	+ Ensure teaching practice remains up to date and in line with industry and RADA expectations through participating in some or all of RADA-based training, CPD, research, ongoing professional practice as appropriate.

By accepting a role here you are acknowledging a commitment to RADA’s strategy, values and mission, and a willingness to contribute to the ongoing development of the same. |

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications** | * Degree level qualification in relevant subject area or equivalent relevant professional experience.
 | * H&S qualifications – e.g. IOSH / NEBOSH
* Teaching qualification
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| **Knowledge** | * Robust knowledge and experience of Stage Management.
* Broad knowledge of Theatre Production process including all aspects of Health and Safety.
 | * Knowledge of Higher Education Institution QA processes.
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| **Skills/abilities/****competencies** | * Team leadership skills.
* Excellent scheduling skills
* Excellent negotiation skills.
* Excellent written and verbal communication skills
* IT literate
* Ability to manage a heavy workload efficiently and effectively
 | * Experience of running, devising or being part of HE programmes.
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| **Experience** | * Teaching experience or experience of working with students in FE or HE level.
* Extensive theatre production experience at Rep level and above in Stage Management roles.
* Experience of running a Stage Management team.
* Experience in staff recruitment, performance management and development.
* Experience in budget management.
 | * Experience of high level role, i.e. CSM, PM, etc.
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| **Personal Attributes** | * Committed
* Self-motivated
* Personable team player
* Diplomatic and confident at dealing with people at all levels
* Enthusiastic
* Strong desire to impart knowledge and support a new generation of practitioners.
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Signed by Line Manager:

Date:

Signed by Staff Member:

Date: