



**Job description**  
**Director, School of Musical Theatre**  
**Full Time**

**ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Summary of the role:</b>	This post is one of the most senior appointments within ArtsEd, one of Britain's leading drama schools. We are committed to changing the way that performers are trained for the modern industry. The person appointed must have a balance of professional and teaching skills in order to ensure that ArtsEd remains a leader in the world of professional Musical Theatre training. The School of Musical Theatre currently offers a BA (Hons) and Cert HE which are validated by City, University of London. The current intake is 50 BA (Hons) & 30 Foundation students per year, with some funding via the Dance and Drama Awards scheme. There is also an active programme of outreach and short-course activity.
<b>Reporting to:</b>	The Principal
<b>Salary Range:</b>	£60000 to £65000
<b>Line management responsibility for:</b>	Head of Dance, Head of Acting, Head of Music, Heads of Year 1,2 & 3, Course Leader for MT Foundation (Cert HE)

<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of young persons for whom you are responsible and with whom you come into contact.</li> <li>• Ensuring the efficient, safe and effective provision of high-quality Musical Theatre training.</li> <li>• Ensuring the efficient delivery of classes and/or projects.</li> <li>• Appointing tutors and directors for modules, projects and productions in consultation with the Principal.</li> <li>• Ensuring the highest quality teaching of acting, singing and dance throughout the School of Musical Theatre.</li> <li>• Ensuring the curriculum and course structure matches the requirements of the Degree, the National Qualification and the professional accrediting bodies.</li> <li>• Overseeing all areas of triple-treat training</li> <li>• Overseeing the audition selection process</li> <li>• Chairing the School of Musical Theatre Executive.</li> <li>• Being an active member of the Senior Strategy Team</li> <li>• Working with the Manager of Outreach</li> <li>• Ensuring successful re-accreditation from City, University of London, revalidation of courses by Trinity and CDMT.</li> <li>• Engaging with the QAA Quality Code</li> <li>• Reviewing all course content for MTS Programmes</li> <li>• Working with the Deputy Principal to prepare the Annual Programme Evaluations (APEs) and Self-Assessment Report (SAR)</li> <li>• Attending weekly meetings with the Principal</li> <li>• Planning and managing the Academic calendar</li> <li>• Planning and managing presentations of School of Musical Theatre internal performances.</li> <li>• Represent the School of Musical Theatre at CDMT, AMTC and other external meetings and events</li> <li>• Maintaining discipline amongst the student body.</li> <li>• Assessing &amp; marking public performances.</li> <li>• Maintaining and developing links with theatre, film and television professionals including individual agents and casting directors.</li> </ul>
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<b>Management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Conducting the annual reviews of staff/tutors you line manage and supporting and recommending training and development as required to enable the success of all staff within the School of Musical Theatre.</li> <li>• Working collaboratively with senior colleagues and members of the School of Musical Theatre to plan the aims, objectives and priorities and communicating this effectively to staff when necessary.</li> <li>• Implementing resources to achieve departmental plans, ensuring that you are acting within the budget and strategic aims.</li> <li>• Being familiar with and complying with equality legislation, in addition to promoting equality and diversity amongst both the staff and student body.</li> <li>• Providing excellent leadership to help staff perform at their best, through motivating and developing them to achieve high performance</li> <li>• Effectively communicating and holding regular team meetings and one-to-ones with SMT staff to ensure understanding of and engagement with student matters, activities, priorities, progress and problems.</li> <li>• Providing clear guidance, instruction, advice and coaching to SMT staff</li> <li>• Being accessible and enabling staff to input ideas, and consulting on change and development with the support of the Head of HR when required.</li> <li>• Developing effective teamwork e.g. effective communication, consulting on shared aims.</li> </ul>
<b>All staff</b>	<ul style="list-style-type: none"> <li>• All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace.</li> <li>• All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.</li> <li>• All staff must adhere to the staff Code of Conduct</li> <li>• All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD.</li> <li>• All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school.</li> <li>• All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post.</li> <li>• ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS.</li> <li>• You may also be required to undertake such other comparable duties as your line manager requires from time to time.</li> </ul>

	<b>Qualities / Experience / Skills / Qualifications required to undertake the role effectively</b>	<b>Method of assessment</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• A relevant degree</li> </ul>	Production of the Applicant's certificates Discussion at interview Independent verification of qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Teaching at BA level or higher</li> <li>• Working with students in a similar environment</li> <li>• Working in a professional capacity and using professional connections to develop students and provide opportunities</li> </ul>	Contents of the application form Interview Professional references
<b>Skills</b>	<ul style="list-style-type: none"> <li>• creativity and the ability to express yourself both orally and in writing</li> <li>• persuasiveness and a willingness to take artistic risks</li> <li>• excellent negotiation and interpersonal skills</li> <li>• self-motivation and the ability to motivate and inspire others</li> <li>• the ability to work as part of a team</li> <li>• time management skills</li> <li>• an awareness and understanding of technical issues, the workings of a theatre and the process of performance and acting</li> <li>• the ability to develop innovative ideas and to solve problems creatively and practically</li> <li>• organisational and research skills</li> <li>• knowledge of relevant health and safety legislation and procedures</li> <li>• dedication and enthusiasm</li> </ul>	Contents of the application form Interview Professional references
<b>Knowledge</b>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• accreditation requirements of the BA and Foundation Course Programmes from City, University of London, Trinity and CDMT.</li> <li>• curriculum and course structure of the Degree, the National Qualification and the professional accrediting bodies.</li> <li>• Understanding of the requirements of the QAA Quality Code</li> <li>• Understanding of equality legislation</li> </ul>	Contents of the application form Interview Professional references

<b>Personal competencies and qualities</b>	<p><i>The personal qualities that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with young people</li> <li>• emotional resilience</li> <li>• positive attitude to use of authority and maintaining discipline</li> <li>• commitment to continued professional development of both self and others</li> </ul>	<p>Contents of the application form Interview Professional references</p>
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