



<b>Job Title</b>	Head of Film, Tv and Audio / Joint Head of Year
<b>Department</b>	School of Acting
<b>Reports to</b>	Director of the School of Acting
<b>Line Managers</b>	Line Producer Senior Editor Sound Technician Senior Screen Tutor VL's Radio Tutor
<b>Working Pattern</b>	Full time
<b>Wages / Hours</b>	£45,000  40 hours per week on average however flexibility is required (some teaching is included in these hours); Flexibility is required to fulfil the role as required.
<p><i>ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2021 regulations and to hold an enhanced DBS.</i></p>	
<b>Background to ArtsEd</b>	<p>ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.</p>

<b>Summary of the role:</b>	<p>The Head of Film, TV and Audio is responsible for:</p> <ul style="list-style-type: none"> <li>• Running of the film department and all screen work across BA, Foundation and MA.</li> <li>• All filmed content: Showreels and Films. As well as single camera filmed theatre /studio plays.</li> <li>• Teaching a variety of modules.</li> <li>• Line managing departmental staff.</li> <li>• The budget.</li> <li>• Promoting and safeguarding the welfare of young persons for whom you are responsible and with whom you come into contact.</li> </ul>
<b>Key Responsibilities: AUTUMN</b>	<ul style="list-style-type: none"> <li>• Schedule a weekly meeting with the Production team.</li> <li>• Cast duologues.</li> <li>• Rehearse duologues</li> <li>• Co-ordinate pre-production of all showreels with the Line Producer – to include locations, props and costume.</li> <li>• Co-ordinate and schedule tech rehearsals with Editor for 3<sup>rd</sup> years.</li> <li>• Schedule the crew and locations with Line Producer.</li> <li>• Meet and employ industry professionals for the shoots – Directors, DP's and 1<sup>st</sup> Ad's.</li> <li>• Arrange voice, movement or combat support if needed.</li> <li>• Arrange for the DPs to see a run through of the Showreels.</li> <li>• Ensure all risk assessments are completed and licences are paid.</li> <li>• Direct all Showreels - One per day for approx. 15 days.</li> <li>• Edit Showreels with the Editor and Sound Editor.</li> <li>• Liaise with Marketing on all aspects of the Feb screening.</li> <li>• Liaise with Radio Tutor on CHBA. (BBC Radio Competition)</li> <li>• Liaise with Radio Tutor on all voice reels and review.</li> <li>• Liaise and support senior screen tutor with 2<sup>nd</sup> year Location filming.</li> <li>• Sign off on all 2<sup>nd</sup> year Location Filming and provide links to the markers.</li> <li>• Liaise with 1<sup>st</sup> year screen tutors to make sure all course objectives are met.</li> <li>• Finalise 6 Original Screenplays for Spring term.</li> <li>• Provide written feedback for Showreels to students on process and mark.</li> <li>• Check all invoices to be processed.</li> <li>• Take responsibility for the film dept budget and expenditure for the year.</li> <li>• Assess equipment, replacements, and breakages.</li> </ul>
<b>SPRING</b>	<ul style="list-style-type: none"> <li>• Complete all postproduction to screening of showreels.</li> <li>• Co-ordinate multiple casting sessions and cast 6 short films.</li> <li>• Organise writers for table reads and complete any final edits.</li> <li>• Start pre-production with Line Producer on six short films – Location approval.</li> <li>• Meet and employ industry professionals for the shoots – Directors, DP's and 1<sup>st</sup> Ads, combat instructors, Production Assistant.</li> <li>• Rehearse with all film casts.</li> <li>• Arrange voice, movement or combat support if needed.</li> <li>• Arrange for the directors and DPs to see a run through of all the films.</li> <li>• Coordinate with line producer and students on costumes and props.</li> <li>• Ensure all risk assessments are completed and licences/permits are paid.</li> <li>• Schedule crew and casts for 6 films with the line producer.</li> <li>• Trouble shoot any on set complications.</li> </ul>

	<ul style="list-style-type: none"> <li>• Arrange Professional Practice for 2<sup>nd</sup> Years – invite industry professionals in for talks and workshops.</li> <li>• Liaise with Radio Tutor on CBHA (BBC Radio Competition) and pieces chosen.</li> <li>• Attend BBC conference if Radio tutor isn't available.</li> <li>• Check all invoices to be processed and review budget.</li> </ul>	
<b>SUMMER</b>	<ul style="list-style-type: none"> <li>• Oversee the picture lock on the films once the directors have edited.</li> <li>• Oversee all postproduction to screening of six Original Screenplays.</li> <li>• Liaise with Marketing on all aspects of the June screening.</li> <li>• Liaise with the Cinema on delivery of films.</li> <li>• Liaise with line producer about posters for films.</li> <li>• Teach 1<sup>st</sup> year Devising Module.</li> <li>• Provide written feedback to students on process and mark.</li> <li>• Finalise the film dept budget and expenditure for the year. Submit to accounting.</li> <li>• Stock check, all equipment and replace breakages in consultation with picture editor and sound technician.</li> <li>• Arrange pat test for September.</li> <li>• Arrange film festivals to be entered.</li> <li>• Source duologues for 3<sup>rd</sup> year Showreels – approx. 15 two-page scripts.</li> <li>• Connect with potential writers and begin script development for first draft on six short film scripts.</li> </ul>	
<b>All Staff</b>	<ul style="list-style-type: none"> <li>• All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <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>Person Specification</b>	<b>Essential /Desirable</b>	<b>Assessment Method Application/ Interview/ Interview Task</b>
<b>Qualifications</b>		
<ul style="list-style-type: none"> <li>• Educated to BA or higher in Production/ Directing for Screen and possess similar extensive Industry experience.</li> </ul>	E	Letter of application and Interview
<b>Knowledge</b>		
<ul style="list-style-type: none"> <li>• Understand and have experience directing, producing and teaching.</li> <li>• Understand current industry trends and expectations.</li> </ul>	E	Letter of application and Interview

Experience		
<ul style="list-style-type: none"> <li>Teaching in a subject area relevant to the job description at Higher Education level (Undergraduate and Postgraduate)</li> <li>Producing Films</li> </ul>	E	Letter of application and Interview
Skills and abilities		
<ul style="list-style-type: none"> <li>Be knowledgeable about current film and television trends.</li> <li>Be inclusive when considering scripts and casting.</li> <li>Have the ability to find directors and writers that meet the needs of the students and the SoA curriculum.</li> <li>The ability to consult, negotiate, problem solve, prioritise, and make decisions, creatively and practically.</li> <li>Experience of handling budgets</li> <li>Excellent management and organisational skills,</li> <li>Knowledge of relevant health and safety legislation on set and when filming.</li> </ul>	E	Letter of application and Interview
Personal Qualities		
<ul style="list-style-type: none"> <li>Motivation to work with young people and be inspiring.</li> <li>Excellent soft skills – interpersonal, communication, listening, time management and empathy.</li> <li>Ability to work under filming pressure.</li> <li>Adaptable and able to problem solve.</li> <li>Personable and positive.</li> <li>Flexibility.</li> <li>Enthusiastic.</li> </ul>	E	Letter of application and Interview