

ARTS EDUCATIONAL SCHOOLS LONDON

JOB DESCRIPTION

JOB TITLE	Head of Acting (Musical Theatre)
SALARY	£35,000
NATURE OF POST	Permanent
RESPONSIBLE TO	Director of Musical Theatre

DETAILS OF POST

This post is one of the most senior appointments within the School of Musical Theatre – Britain's leading professional course in the field. The person appointed must have a balance of professional and teaching skills in order to ensure that Arts Ed remains a leader in the world of professional musical theatre training. Currently, the school offers a three-year single BA Honours in Musical Theatre, validated by City University and accredited by CDET. The current intake is around 48 students per year, with funding via the Dance and Drama Awards scheme. There is also an active programme of outreach and short-course activity.

The post entails the following duties

Main Duties:

- Ensure the efficient, safe and effective provision of high quality acting training for Musical Theatre students
- To ensure the efficient delivery of acting classes and performance projects
- To provide strong, effective management of the acting department
- To ensure the highest possible quality of acting in public performances
- To lead and manage a team of Senior Acting Tutor, Senior Voice & Speech tutor and all other acting and speech & voice tutors
- To ensure the curriculum and course structure matches the requirements of both the Degree, the National Qualification, and the professional accrediting bodies
- Teach Year 2 Acting
- Year 1 Storytelling
- Direct year 1 Acting projects
- Direct the scenes for Year 3 showcase
- Take part in the student selection process
- Be a member of the Musical Theatre Executive

Secondary Duties:

- With the Course Director, plan and manage the presentation of public and internal performances by students both within and outside the school.
- Manage all full-time and part-time teaching staff and guest music directors (The Course director recruits visiting directors)
- Formulate and review plans for the delivery of the acting curriculum in advance of the academic year.
- Devise and review syllabuses and programmes of work for the acting department
- Conduct the annual appraisal of all acting and voice/speech staff.
- Maintain and develop links with the musical theatre profession including individual artists and companies.

- Assist the Director in the maintenance of discipline amongst the student body
- Front of House liaison at public performances
- Assessing & marking public performances

Additional Information

- The post holder must at all times carry out their responsibilities with due regard to the Arts Educational Schools London Equal Opportunities policies
- The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The post holder must carry out their responsibilities with due regard to the non-smoking environment of the school

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the post and the school.

Job descriptions should be regularly reviewed and at least prior to the annual appraisal, if applicable or on a regular basis to ensure they are an accurate representation of the post.