



**UNIVERSITY OF LINCOLN  
JOB DESCRIPTION**

<b>JOB TITLE</b>	Teaching Fellow in Technical Theatre & Stage Management				
<b>DEPARTMENT</b>	School of Creative Arts				
<b>LOCATION</b>	Brayford Campus				
<b>JOB NUMBER</b>	COA306	<b>GRADE</b>	6	<b>DATE</b>	June 2024
<b>REPORTS TO</b>	Head of School				

**CONTEXT**

The School of Creative Arts is seeking to appoint a Teaching Fellow in Technical Theatre & Stage Management.

As a new member of staff at the University of Lincoln the successful candidate will be situated within the School of Creative Arts, part of the College of Arts, Social Sciences & Humanities. The School currently offers Undergraduate programmes in Dance, Drama & Theatre, Fine Art, Music, Creative Writing and Technical Theatre & Stage Management, alongside a suite of M-level programmes and MPhil/PhD opportunities. From 2024/25, the School will also house undergraduate programmes in Media Production, Film Production, Film & Media Studies, Sound & Music Production, and Animation & Visual Effects.

The School of Creative Arts resources include the Lincoln Arts Centre, which includes rehearsal studios and a 444-seat public theatre venue. The school has a growing reputation of international dimensions and a rich legacy of developing small-scale theatre and performance groups who tour their work to regional venues, community clients, and national festivals.

Outside of the main curriculum, we regularly offer students a range of technique classes, professional platforms to develop new work, opportunities to join our public-facing performance groups The Lincoln Company and the Lincoln Dance Collective, and involvement in practice-as-research projects. We take pride in an ethos of internationalism, interdisciplinarity, and collaboration, and we are committed to supporting diversity.

The school maintains healthy research and professional practice and knowledge exchange cultures, and the University holds a gold standard in the Teaching Excellence Framework; actively supporting colleagues in contributing to the Research Excellence Framework and Professional Practice profile.

As a Teaching Fellow in Technical Theatre & Stage Management, your primary duties will be to teach and assess student work across a range of practical and theoretical modules. You will have knowledge and expertise across a range of technical roles and will be able to deliver practical skills training in workshop settings. The ideal candidate would have extensive understanding of audio engineering & production for live events.

You will be expected to fulfil the role's minimum requirements and fulfil appropriate administrative and recruitment duties.

Recruited at Grade 6, the successful candidate will also support the ongoing development and continuation of Technical Theatre & Stage Management provision at the university.

### **JOB PURPOSE**

To support the provision of undergraduate and postgraduate teaching by developing and applying innovative and appropriate teaching techniques which create interest, understanding and enthusiasm amongst students.

#### **General Duties**

To deliver teaching over a range of modules within an established programme. Responsibilities include preparing teaching materials and setting and marking assessments.

To undertake student support.

To carry out additional activities in support of the work of the School.

## KEY RESPONSIBILITIES

The responsibilities of a Teaching Fellow may change over time according to the development needs of the School in which they are working and of the individual. In general, a Teaching Fellow can expect to undertake any of the following:

### Teaching and Learning Support

- To engage in teaching as determined by the Head of School, under the supervision of academic colleagues. The range of teaching duties may vary from time to time.
- Support the teaching objectives of the School/Department by delivering teaching to students at undergraduate and/or postgraduate level, through allocated lectures, tutorials, practical workshops, field trips and seminars, under the supervision of academic colleagues.
- To assist with assessment of students, where appropriate, under the supervision of Academic Staff.
- Develop own teaching materials, methods, and approaches, with guidance. Obtain and analyse feedback on own teaching design and delivery to facilitate this.
- Contribute to the development of new teaching approaches and course proposals, and to the design of curricula which are academically excellent, coherent, and intellectually challenging.
- Investigate innovative teaching, learning and assessment methods and techniques in the sector, and pedagogic research generally, bringing new insights to the School/Department.
- Set up teaching equipment and materials.
- Work in accordance with university policies and procedures to undertake assessment of students' work and give feedback.
- LALT training, remaining up to date with pedagogical practices, peer-to-peer coaching.
- Continually update own development, knowledge and understanding of subject area, incorporating knowledge of advances into own teaching contributions. Teaching Fellows will work towards completing APA or a PgCert or FHEA, to develop and evaluate their practice to improve the student experience.

### Liaison and Networking

- Establish contacts within the wider community where possible and begin to form relationships for future collaboration.
- Develop links with relevant professional bodies and academic groups.
- Where possible, participate in academic activities with industry and other external partners.
- Liaise with subject librarians, timetabling and other services to ensure resources available are appropriately deployed.

### **Team Working**

- Work as a member of a team, support curriculum development and contributing to departmental meetings.

### **Student Support**

- Help support students in academic matters and aid in directing students to relevant support services when necessary.
- To contribute to personal tutorial and study support programmes.
- Supervise student projects, providing advice and assistance on study skills. Identify the learning needs of students and define learning objectives.
- To support student engagement activities within the department.
- Maintain and develop a positive and inclusive learning environment.

### **Citizenship**

- Contribute, as required to the wider mission and reputation of the University with active involvement in activities contributing to general university life e.g., open days, student activities, alumni events and delivery of outreach activities e.g., school visits, local community activities.
- Where appropriate, active participation in committees/groups contributing to university life e.g., health and safety, customer service, equality diversity and inclusivity, sustainability and working groups.
- Engage in appropriate training programmes in the University, actively follow and promote University policies and participation in the staff appraisal scheme.
- Where appropriate help contribute towards the future development of the University and support the University's wider social, cultural, and economic development of our region, our 'civic' mission with engagement and/or leadership of external partnerships contributing to the civic mission of the University. Participation in external activities such as volunteering, cultural activities, community activities.

**In addition to the above, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.**

## ADDITIONAL INFORMATION

### Scope and dimensions of the role

Teaching Fellows will undertake such teaching-related duties as are assigned to them by the Head of School. The exact number of hours of face-to-face teaching and/or teaching support duties assigned at any one time will be determined in the usual fashion using the workload system, taking full account of the level of experience and the requirements for supporting activity, including preparation, marking, student support, administration, engagement with school teaching-related activities, and teaching training and development.

### Key working relationships/networks

Internal	External
<ul style="list-style-type: none"><li>• Head of School</li><li>• College Senior Academic Managers</li><li>• School academic, administrative, and technical staff</li><li>• Support Services Staff</li></ul>	<ul style="list-style-type: none"><li>• Relevant academic and professional groups</li><li>• Relevant national, regional and international networks</li><li>• Prospective students</li></ul>



**UNIVERSITY OF LINCOLN  
PERSON SPECIFICATION**

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LINCOLN

<b>JOB TITLE</b>	Teaching Fellow	<b>JOB NUMBER</b>	COA306
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<b>Selection Criteria</b>	<b>Essential (E) or Desirable (D)</b>	<b>Where Evidenced Application (A) Interview (I) Presentation (P) References (R)</b>
<b>Qualifications:</b>		
Honours degree in relevant/related subject (1 <sup>st</sup> , 2.1 or equivalent), and Masters degree or relevant professional experience in the technical theatre and/or live events sector.	<b>D</b>	<b>A</b>
Work towards HE teaching qualification (APA, HE PGCE or HEA fellowship)	<b>E</b>	<b>A</b>
<b>Experience:</b>		
Teaching in Higher Education	<b>D</b>	<b>A/I</b>
Curriculum development	<b>D</b>	<b>A/I</b>
Interdisciplinary work relevant to the School	<b>D</b>	<b>A/I</b>
Industry experience of professional stage management and/or live events	<b>D</b>	<b>A/I</b>
Developing depth and breadth of subject understanding	<b>E</b>	<b>I</b>
<b>Skills and Knowledge:</b>		
Ability to communicate complex subject matter, including good oral communications skills.	<b>E</b>	<b>A/I</b>
Knowledge of Higher Education	<b>D</b>	<b>A/I</b>
Ability to develop excellent teaching and assessment skills	<b>E</b>	<b>A/I</b>
Ability to contribute to curriculum development	<b>E</b>	<b>A/I</b>
Ability to use digital learning management systems	<b>D</b>	<b>A / I</b>
Ability to work on own initiative	<b>E</b>	<b>A/I</b>
<b>Competencies and Personal Attributes:</b>		
Interest in teaching, especially teaching in Higher Education	<b>E</b>	<b>A/I</b>
Enthusiasm	<b>E</b>	<b>I</b>
Commitment	<b>E</b>	<b>I</b>
Team working	<b>E</b>	<b>I</b>
Good interpersonal skills	<b>E</b>	<b>I</b>
Flexibility and adaptability	<b>E</b>	<b>I</b>

**Essential Requirements** are those, without which, a candidate would not be able to do the job. **Desirable Requirements** are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.

<b>Author</b>	ADW	<b>PPC</b>	
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