

RADA



ROYAL ACADEMY OF DRAMATIC ART

HEAD OF FILM, TELEVISION & RADIO

CANDIDATE BRIEFING DOCUMENT

MAY 2019

1. Background Information

The Royal Academy of Dramatic Art (RADA) is a drama school in London that provides training for film, television and theatre. It is one of the oldest and most prestigious drama schools in the UK, founded in 1904 by actor-manager Sir Herbert Beerbohm Tree in rooms above His Majesty's Theatre in the West End. As an Academy founded by the industry for the industry, RADA has maintained strong links with the performing arts industries ever since. Today the Academy is a world-leader in both acting and theatre production disciplines, providing vocational training for actors, stage managers, designers and technical stagecraft specialists. Screen acting and microphone technique form a vital part of the actor training, led by the Head of Film, Television and Radio.

RADA has five theatres, a cinema and a library containing 40,000 acquisitions, including more than 12,000 plays drawn globally from theatre history. We pride ourselves on the exceptional standard of our facilities, teaching and productions, and the personalisation of our training, tailored to the needs of each student. We also create opportunities for a wider community to engage with our training, through our short courses and widening participation and outreach work. Our student population is a diverse community, united by a shared passion for theatre-making. Our students come from all over the world.

RADA is currently an affiliate school of the Conservatoire for Dance and Drama. Its higher education awards are validated by King's College London.

In 2000, the Academy founded RADA Business, providing training in communications and teambuilding that uses drama training techniques in a business context. The profits are fed back into the Academy to fund students' training.

RADA Films

Every year, RADA produces six short films featuring original, commissioned scripts. A professional director leads the company of final year BA (Hons) Acting and Foundation Degree Technical Theatre students to produce screenplays filmed on location, which are premiered at the annual Film Showcase in the Jerwood Vanbrugh Theatre.

With the support of Warner Bros., this activity has continued to develop, notably to include an increased number of students experiencing both green screen facilities and film craft disciplines, as well as incorporating a greater variety of locations. For the graduating students, these films have also helped with gaining representation and experience for future work in the film industry. Many of the RADA Films produced over the past ten years have been selected for international festivals.

Further information on RADA can be found on the website www.rada.ac.uk

Further information on the Film, Television and Radio department can be found here: [Film, Television and Radio Department](#)

2. The Role

The Head of Film, Television and Radio is responsible for the overall management and delivery of education and training for film, television and radio on the acting courses at RADA, and for film and television training on technical courses. The role contributes to filmed content for RADA's marketing and communication needs.

The Head of Film, Television and Radio reports directly to the Director of Actor Training and is responsible for the Film & Radio Production Technician, a Screen Acting teacher in Term 4 and Screen Devising teacher in Term 5.

3. Key Responsibilities

BA Acting/Technical Theatre & Stage Management (TTSM) Courses

- Design, teaching and overall management of Screen Acting for Year 1 and 2 students on the BA acting course at RADA and design and oversight of radio/microphone technique. Ensure that all teaching and project directing is of a high and consistent standard. This includes calling and chairing meetings, management of Film, TV and Radio budget, recruitment and deployment of teaching and professional staff as necessary and preparation of the individual elements of their contracts.
- Produce, direct (as appropriate) and oversee, to an excellent standard, the editing of at least six short films featuring the Third Year acting cohort and Technical Theatre and Stage Management Students as part of the BA Acting course and TTSM Programmes.
- Work with the Senior Leadership Team and other Heads of Department to ensure co-ordination, integration and communication with the other taught courses. This includes effective budgetary planning, participation in regular planning and review meetings.
- Monitor the development of the students, ensuring that regular and detailed feedback is provided.
- Contribute to the assessment process for BA Acting students through regular second marking of film, radio and theatre productions.
- Work with the Director of Actor Training and the Lead Tutor team to monitor and contribute to BA Acting student progress and curriculum design and delivery, through attendance at regular Lead Tutor meetings.
- Recruitment and line management of technical and artistic staff where required to supplement the teaching and delivery of Film and Radio in the Academy.
- Line management of Film and Radio Production Technician.
- Line management of Screen Acting and Devising teachers in relevant terms.

Short Courses

- Design and manage a programme of profitable short courses for the summer and other periods in Film, TV and Radio. This includes teaching where possible, management of budgets, detailed course design and recruitment of relevant staff and resources to deliver the courses.

Marketing and Communications

- Oversee production and support provided to the Communications & Marketing department by the Film and Radio Production Technician, advising on consistent quality and direction where appropriate for RADA branded online content and live streams.
- Represent RADA Film at Guest nights, Gala events, discussion evenings and masterclasses (including film festivals).
- Advise on media training for students and recent graduates.

General

- Advise on the use of Film and Video across the Academy, whether in artistic, commercial or marketing areas and to produce DVDs or videos to support this work as appropriate.
- Represent RADA in ambassadorial and promotional roles, to include speaking at and chairing events, and developing RADA's network.
- Liaise with outside bodies, including BBC Radio, London Film School, Warner Bros., amongst others, to develop best practice in the fields of Film, TV and Radio training.
- 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, and ongoing professional practice, where appropriate.
- 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).
- Provide exemplary leadership and practice across the Academy through active participation in, and contribution to, RADA's vision and strategy.
- Promote Equality, Diversity and Inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
- Comply with GDPR regulations regarding the protection of personal data.
- Comply with Health and Safety legislation and ensure you are up to date with RADA's Health and Safety Policy.

By accepting a role at RADA you are acknowledging a commitment to RADA's values and mission, and a willingness to contribute to the on-going development of the same.

4. Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> BTEC HNC/HNDs, Foundation degrees in media, film and TV production or cinematography, or equivalent practical, professional experience. 	<ul style="list-style-type: none"> Teaching qualification.
Knowledge	<ul style="list-style-type: none"> In depth knowledge of film teaching and able to update on all current teaching practices. Knowledge and experience of microphone technique and radio teaching. 	<ul style="list-style-type: none"> Mocap/ Greenscreen/ AR /VR skills. Training for acting in the Games industry
Skills/abilities/competencies	<ul style="list-style-type: none"> Design and develop degrees standard courses as well as short course and commercial projects. 	<ul style="list-style-type: none"> Extensive contacts in the film world and with other teachers, directors and film practitioners.
Experience	<ul style="list-style-type: none"> Extensive experience of the delivery of acting for screen, camera studies and film through both individual teaching and through leadership and management of other practitioners. In depth experience of course design and budget management. 	<ul style="list-style-type: none"> Worked in other academic teaching establishments at a comparable senior level.
Personal Attributes	<ul style="list-style-type: none"> Flexible Good communicator Excellent organisational skills Positive, friendly and approachable personality Ability to thrive and multi-task Ability to lead, inspire, mentor, challenge Ability to make decisions independently and in collaboration with colleagues Openness to change, development and innovation 	

5. Summary of Terms

Contract: The post is offered as a full time, permanent contract.

Salary: c. £54,000 (dependent on experience)

Pension: RADA offers a defined contribution pension via auto-enrolment with Legal and General.

Probation: Six months

Notice: One Term

Holiday: 30 days per annum

Relocation: Candidates will be expected to live within commutable distance of RADA.

6. How to Apply

Please send a CV and letter of application, addressing how your experience matches the job description and person specification, to Heather Newill, Director AEM International, either by:

Email: hnewill@aeminternational.co.uk

or

Post: AEM International Ltd, 22 Well Close Square, Framlingham, Suffolk, IP13 9DS.

The letter of application should be no longer than 3 sides of A4. All applications will be acknowledged.

For an informal conversation about the job, please call Heather Newill on 01728 660026.

We positively encourage people with disabilities or from minority ethnic backgrounds to apply to join our teams as they are under-represented at all levels in the RADA workforce.

Deadline for applications: 5pm on Monday, 17th June 2019

Interviews will be held in early July