

Director of Technical Training for the Royal Academy of Dramatic Art

Candidate briefing document
February 2020

1. Background information

Since our establishment in 1904, the Royal Academy of Dramatic Art (RADA) has been a world-leading training centre in acting and theatre production disciplines and inspired students of all ages to fully experience the transformative possibilities of stage and screen. As award-winners and leaders in their fields (actors, directors, writers, producers, lighting, sound, video and costume designers, prop makers, scenic artists, stage managers, production managers), our diverse student and graduate body make a significant contribution to the creative industries globally.

RADA has four theatres, workshops 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 an independent Higher Education Institution. Its higher education awards are validated by King's College London.

In 2000, the Academy founded its commercial subsidiary known as RADA Business. It delivers world-class training programmes and coaching for organisations and individuals. The profits are fed back into the Academy to fund students' training.

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

Further information on the Technical Theatre and Stage Management courses can be found here:

[FdA in Technical Theatre & Stage Management](#)

[BA \(Hons\) in Technical Theatre & Stage Management \(progression year\)](#)

[PgDip in Theatre Costume](#)

2. Our purpose, mission and values

We believe in the power of the dramatic arts to inspire transformation and growth in individuals and society.

We deliver world-leading training in the dramatic arts by cultivating exceptional talent in a community dedicated to curiosity, rigour, creativity and craft.



- We train talented people from all backgrounds.
- We provide financial support for students to address inequality in access to training.
- We create opportunities for people to encounter our training and expertise in many different ways.

- We challenge ourselves to provide the best possible training in an evolving industry.
- We use nationally recognised frameworks to underpin our world-leading conservatoire-level training and support services.
- We protect all RADA's assets for the future, and maintain a fit-for-purpose estate and infrastructure supported by sustainable commercial initiatives.

- We uphold and champion standards of excellence in our craft.
- Our practice-based training provides students with access to the heritage of their craft while embracing contemporary practice and innovation.
- RADA was founded by the profession for the profession and we work with practising industry professionals to train the next generation.

- We teach collaborative disciplines, sustained by reflection and resilience.
- We uphold openness, curiosity, enquiry and experiment in our practice and in our artistic programme.
- We learn from and work with others, our students, our teachers and our community.

- We provide opportunities for artistic and personal transformation.
- Our impact is wider than dramatic arts training with benefits to society, business and communities young and old.
- We are a specialist institution that helps drive the creative industries and enhances Britain's reputation abroad.

3. The role

The Director of Technical Training will:

- Lead the strategic direction of theatre production training at RADA.
Lead the student experience in theatre production.
- Lead theatre production delivery.
- Lead and managing the staff and resources of the theatre production faculty.
- Participate in the leadership of the Academy.

The Director of Technical Training reports to the Director of RADA, Edward Kemp, and is responsible for the Deputy Director of Technical Training, the Heads of Production Departments and the Academy Production Manager.

4. Key accountabilities

Strategic leadership of RADA's theatre production training

- Establish, maintain and review an appropriate portfolio of higher education programmes delivering conservatoire-level training in theatre production, stage management and design.
- Advise on potential short courses and widening participation activity (or delegate to an appropriate colleague) to secure RADA's strategic objectives in these areas.
- Ensure that the faculty contribute effectively to RADA's academic governance, including acting as joint Vice-Chair of Academic Board, Chairing the Technical Courses Committee.
- Lead on assessment processes, design and implementation for theatre production.
- Lead on curriculum development to take account of sector developments.
- Lead on academic admissions, including determining appropriate admissions systems in line with RADA's policies.
- Work with Student and Academic Services to ensure appropriate administrative systems to support the training are in place.

Lead the student experience in theatre production at RADA

- With the Deputy Director of Technical Training, share personal tutor responsibilities for students.
- Lead employability matters – delegating responsibility for the delivery of professional development to members of the team or external partners as appropriate.
- Liaise with Student and Academic Services in appropriate pastoral support.
- Ensure that the faculty members are contributing appropriately to support systems for disabled students.
- Participate in systems upholding RADA's rules and regulations (for example chairing misconduct panels).

Lead theatre production delivery at RADA

- Ensure RADA has the appropriate staffing and systems in place to fulfil its teaching commitments and production schedules over the academic year.
- Ensure staff and students feel supported during productions and be available to resolve technical and pastoral issues if they arise.
- Lead on Health and Safety matters for RADA including chairing the H&S Committee, ensuring appropriate compliance with H&S legislation, that staff are appropriately trained and necessary reporting undertaken.

Lead and manage the staff and resources within theatre production

- Ensure there are appropriate staffing levels to meet strategic objectives.
- Line manage the Deputy Director of Technical Training and the Heads of Department.
- Undertake recruitment, appraisals, any performance review of staff within the department.
- Monitor resource requirements and contribute to capital spend planning.

Participate in the leadership of the Academy

- As a member of the Senior Leadership Team, contribute to the strategic development of the Academy.

- Lead Academy-wide projects and activities as well as own area as required.
- Ensure external liaison and leadership on behalf of the Academy with relevant sector networks and groups (eg OISTAT, PLASA, ABTT, BECTU, ALD, SMA.)
- Help set the standard and culture for RADA, participating in Academy-wide events and communications.

Academic and professional teaching

- Maintain own practice, research or professional interests in any area of theatre production.
- Develop staff research practice.
- Contribute to the development of the Academy's pedagogy across disciplines.
- Maintain own network of professional/academic contacts.

General duties

- Undertake any other related activities that may reasonably arise.
- Promote equality, diversity and inclusion at all times and ensure they are at the forefront of your thinking when undertaking your responsibilities.
- Comply with data protection legislation and GDPR regulations regarding protecting personal data.
- 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).
- 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, ongoing professional practice as appropriate.

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.

5. Person specification

Essential Experience

- Extensive experience of the delivery of production or similar tuition both through individual teaching and through leadership and management of other teachers.
- Experience working in other academic teaching establishments, preferably as a Head of Department, and as practitioner and/or as a consultant within the theatre (or allied) industries.
- Experience in staff recruitment, performance management and development.
- Experience of being a major budget holder and running a department.
- A national or international reputation and published works (desirable).

Skills/abilities/competencies

- Team leadership skills.
- Excellent scheduling skills
- Excellent negotiation skills.
- Excellent written and verbal communication skills
- IT literate
- Ability to manage a heavy workload efficiently and effectively.
- Experience of running, devising or being part of HE programmes (desirable).

Essential Knowledge

- Knowledge of the historic development of production within the UK (and further) and up-to-date knowledge of current teaching practices.
- Broad knowledge of Theatre Production process.
- Extensive and current knowledge of health and safety legislation and practice.
- Knowledge of Higher Education Institution QA processes.

Essential Qualifications

- Level 5 qualification and/ or relevant professional experience gained in the arts industry.
- H&S qualifications – e.g. IOSH / NEBOSH (desirable)
- Teaching qualification (desirable).
- A degree in a theatre production (or related) subject (desirable).

Personal Attributes

- Committed
- Self-motivated
- Personable team player
- Diplomatic and confident at dealing with people at all levels
- Enthusiastic
- Strong desire to impart knowledge and support a new generation of practitioners

6. Summary of terms

Contract:	The post is offered as a full time, permanent contract.
Salary:	Up to £65,000 per annum
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.

7. 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 to: hnewill@aeminternational.co.uk or by post to: AEM International Ltd, 22 Well Close Square, Framlingham, Suffolk, IP13 9DS.

The letter of application should be no longer than three 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: Friday 13 March 2020.

Interviews will be held during the last two weeks of April 2020.

RADA

