

JOB DESCRIPTION



Job Title:	Performing Arts Assistant
Department:	School of Drama
Grade:	3

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To act as a first point of contact for the School of Drama activities on the 5th floor of Playhouse Square studios (and related sites). Ensuring the smooth delivery of modular activities.
2. To practically support the activities of Leeds Conservatoire staff, students and their external partners, to deliver an exemplar learning experience.
3. To liaise with internal departments across the conservatoire, as appropriate, to support the teaching delivery of the Performing Arts Programmes.
4. To assist with the timetabling of student activity on and off site, acting as a first point of contact for our external hire venues.
5. To take responsibility for the functionality of the Playhouse Square office and ensure consistent supplies for delivery.
6. Realise the administration required to support learning, teaching and promotion of the School of Drama.
7. Be the School of Drama liaison between the Student Union and the student body in Playhouse Square.
8. To be responsible posting content to the School of Drama Social Media accounts.

REPORTS TO:

Departmental Administrator

STAFF RESPONSIBILITIES FOR:

N/A

DUTIES

1. Acting in an ambassadorial role to support the 'day to day' running of the School of Drama programmes in Playhouse Square and associated sites. Developing new processes and procedures to support this.
2. Ensuring office supplies and teaching resources are available when required, purchasing items and maintaining records for financial reconciliation.
3. To liaise with external guests and visiting lecturers in advance and on the day of their engagement; ensure they have all of the resources, student information, policies and procedure documentation required.
4. Leading on the set up of studio spaces and associated technology needed to deliver class content.
5. To liaise with services across the conservatoire to ensure the smooth running of the programmes within the School of Drama including but not limited to: estates, facilities, IT Support, AV, Timetabling and Technology Enhanced Learning.

6. Liaison with external hire venues re: contract, policies and procedures, first aid processes and student feedback. Co-ordinating schedules of payment and communicating timetabling information.
7. To use CELCAT to input timetable data, administrate changes and communicates changes to staff and students when they occur.
8. To communicate information to School of Drama staff, students and visiting staff as/when appropriate.
9. Provide appropriate cover for the Performing Arts Administrator during periods of leave/absence.
10. Act as a duty first aider when on site.
11. To liaise with the social media reps, content creators and productions teams to ensure regular and up to date content is available on our Social Media platforms.
12. Work closely with the Student Union Team to ensure regular contact and communication between them and the students in Playhouse Square.
13. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Conservatoire Appraisal Scheme.
14. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

NOTES:

1. The volume of activity and high contact nature of drama training necessitate a proactive and reactive level of assistance from this post. The post holder should be prepared to work at speed, in a pressurised environment and work collaboratively with the Performing Arts Administrator to identify where delegation is required.
2. Duties will inevitably develop and change as the work of the conservatoire changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, Leeds Conservatoire reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from conservatoire strategies.

GENERAL TERMS AND CONDITIONS OF POST	
Working Hours:	Variable hours (hourly paid), worked as required by mutual agreement.
Grade:	3
APPROVAL OF JOB DESCRIPTION – LC	
Compiled By:	Erin Carter
Compilation Date:	Oct 2024