

JOB DESCRIPTION

ROLE TITLE:	Lecturer – Spoken Voice
DEPARTMENT:	School of Performance
GRADE:	7

SUMMARY OF DUTIES AND RESPONSIBILITIES:

- 1 Responsible for delivery of Voice skills classes within the School of Drama Courses.
- 2 Delivering specialist teaching in Voice at undergraduate and/or postgraduate levels.

Representing the discipline of Voice in the development of curricular content.
- 3 Working closely with the Voice Skills Co-Ordinator to develop the voice curricular that articulates with all skills disciplines.
- 5 Acting as a member fo the assessment panel of live performance work and written submissions.

REPORTS TO:

Voice Coordinator

STAFF RESPONSIBILITIES FOR:

None

DUTIES:

1. Deliver teaching in Voice at undergraduate and postgraduate level, as agreed annually with the Voice Coordinator
2. Work with TEL, AV, facilities, student administration and examination areas as necessary to ensure an exceptional student experience.
3. To attend planning meetings with the Coordinators and other Voice Lecturers, to ensure quality content and clear channels of communication across skills disciplines.
4. Work with Marketing & Recruitment, to undertake student recruitment and marketing activities as defined by department heads.
2. Represent the Conservatoire internally and externally when required (e.g. showcases, graduation, productions and recruitment events.
2. To take part in staff development events in order to share good practice in your specialist area. 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.
2. To comply with all Conservatoire policies and procedures.

JOB DESCRIPTION

2. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

NOTES:

1. Auditions, Open Days and any other activities out with contracted hours would be paid additionally in agreement with Acting Coordinator.
2. Duties will inevitably develop and change as the work of the conservatoire changes to meet the needs of its service. Employees should therefore expect periodic variations to role descriptions, and Leeds Conservatoire reserves this right. This role description will be supplemented on a regular basis by individual objectives derived from new Conservatoire strategies.
3. Where an applicant is, or becomes, disabled (as defined by the Equality Act) and informs the conservatoire fully of their requirements, reasonable adjustments will be made to the job description wherever possible.

GENERAL TERMS AND CONDITIONS OF POST	
Working Hours:	3-6 Hours per week, across 14 teaching weeks.
Salary:	Grade 7
Probation Period:	1 month
Notice Period:	2 months
Pension Scheme:	West Yorkshire Pension Scheme or Peoples Pension
Special Conditions of the Post:	
APPROVAL OF JOB DESCRIPTION – LCM	
Compiled By:	Adam Stadius
Compilation Date:	October 2024