

## **JOB DESCRIPTION**

<b>Job Title:</b>	Course Leader – MA International Film Business (MAIFB)
<b>Department:</b>	Academic
<b>Reports To:</b>	Head of Studies
<b>Line Manages:</b>	Visiting Lecturers
<b>Contract:</b>	Permanent, Part time (21 hours per week)
<b>Salary:</b>	£41,800-44,000 per annum, pro rata (further pay progression dependent on performance)
<b>Last Updated:</b>	July 2019

### **Job Summary**

The post-holder acts as course co-director to lead the MA International Film Business (MAIFB). The MA is a key part of the London Film School - University of Exeter partnership and currently recruits 30 students per year from across the globe. The MAIFB aims to train the future generation of industry executives and creative entrepreneurs working across the film value chain. The Course Leader has responsibility for the design, development, production, delivery and assessment of teaching and learning material across a range of modules on the MAIFB. Working closely with the co-director from the University of Exeter (College of Humanities) and LFS Head of Studies, the post-holder will also contribute to the curriculum development and the implementation of innovative teaching and assessment practices.

The MAIFB Course Leader will use their existing connections within the film, TV and creative industries to enhance student experience on the MA, bringing industry practitioners to work with the programme as guest speakers, visiting lecturers and industry mentors.

### **Main Responsibilities**

#### **Teaching and Learning Support**

1. Responsibility for co-ordinating and managing the MAIFB, including oversight of the day-to-day operational processes and programme accreditation processes.
2. Work with the Director of Studies (LFS) and co-director from the University of Exeter to ensure enhancement and quality assurance of the curriculum and regularly review programme content and materials. Identify areas where the current provision is in need of improvement and contribute to the design and implementation of relevant curriculum revisions.
3. Use appropriate teaching, learning, support and assessment methods (including maximising use of the virtual learning environment).
4. Set, mark and assess coursework and provide timely feedback to students on both formative and summative assessment.
5. Contribute to teaching on both term two modules, EAFM201 and EAFM202 (see attached module descriptors for more detail) up to a maximum of 50% of delivery on each module. Convene one term two module (either EAFM201 or EAFM202) including module evaluation.
6. Convene dissertation project module (EAFM204) and supervise student projects.

7. Co-organise and deliver 5-day field trip to Berlinale/European Film Market.
8. Oversee the monitoring of student progress, providing guidance to personal tutors and students, as appropriate. More specifically, co-ordinate personal tutoring for MAIFB students from January – August. This includes offering advice to students about career pathways into the film industry.
9. Liaise with external examiners for the programme and attend annual exam boards in Exeter.
10. Participate in termly Staff Student Liaison Forum meetings (in person or via Skype) in Exeter (term 1) and London (terms 2 and 3).
11. Participate in term one induction at Exeter (Sept) and lead term two induction in London (Jan).

### **Managing People**

1. Act as a personal mentor to peers and colleagues and advise on personal development.
2. Oversee the work of other LFS tutors on the programme to ensure that modules are delivered to the required standard.
3. Co-ordinate with support staff and academic colleagues to ensure student needs and expectations are met.

### **Liaison, Networking and Partnership Development**

1. Lead and develop national and international industry networks beyond LFS and Exeter that contribute to student experience, promote student networking activities and provide mentoring opportunities for student dissertation projects.
2. Work with LFS and Exeter to build industry links to the programme to support the growth of the MAIFB's alumni network and support student recruitment.
3. Working with the co-director from Exeter, take a strategic lead to enhance provision through greater collaboration across MA programmes at LFS (MA Filmmaking, MA Screenwriting) and Exeter (MA Creativity) and with external stakeholders/partners (e.g. BFI, Film London).
4. Attend Exeter/LFS partnership board meetings (twice a year), producing programme reports and updates on the MAIFB for the meetings as required.

### **General responsibilities applicable to all LFS staff**

- Understand and support the vision, mission and values of LFS;
- Maintain awareness of your own and others' Health and Safety, and comply with the LFS's Health and Safety policy;
- Take appropriate responsibility for records held, created or used as part of your work for the LFS (paper-based and electronic) as per the relevant data protection regulations;
- Encourage team working and effective communication with colleagues;
- Act as a representative of the LFS and deal with LFS students, stakeholders and the public in a professional manner at all times;
- Comply with LFS financial policies and practices as applicable;
- Commit to and undertake continuous personal and professional development;
- Undertake other duties as may be reasonably requested of your post.

This job description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines and accountabilities within which the individual works.

## PERSON SPECIFICATION

	<b>Essential (E) Desirable (D)</b>
<b>Skills, experience and knowledge</b>	
Extensive demonstrable teaching experience in the arts at tertiary level (including curriculum development, maintaining academic standards, design, teaching, learning methodologies, and assessment of learning outcomes)	E
Extensive understanding of the local and global screen industries, and current trends	E
Experience of teaching at a film school or practice-based institution	E
Wide-ranging experience in course/programme management and the supervision of teaching staff	E
Significant specialist and practical knowledge of international film business whether it be through industry experience and/or professional practice	E
Knowledge of Higher Education regulations in arts institutions, including quality assurance	E
Knowledge of contextualising academic programme contents and curriculum development to fulfil requirements of validation, accreditation and for programme enhancement.	E
Knowledge of relevant software applications for teaching & learning	E
Working knowledge of Microsoft Office, with a willingness to learn and use new systems.	E
Evidence of a commitment to/track record of undertaking research	D
Experience as External Examiner at established tertiary institution	D
<b>Qualifications</b>	
Postgraduate qualification, preferably at PhD level, in a relevant discipline	E
Teacher Training qualification	D
<b>Personal attributes</b>	
Well organised, analytical and confident managing variable workloads	E
Able to present and communicate information, verbally and in writing, in a clear and concise manner, with excellent attention to detail	E
Excellent interpersonal skills with proven ability to work collaboratively	E
Able to use common sense, initiative, pragmatic solutions, and seek improvements/adapt	E
Able to multi-task, identify priorities and work in a fast-paced environment	E
Willingness to work flexibly, including potential UK and overseas travel	E
Positive “can do” approach, helpful attitude and willingness to support others	E
Comfortable working as part of a small team with minimal supervision	E



Please refer to LFS Privacy Policies (<http://lfs.org.uk/privacy-policies>) for details of the personal data that LFS holds and processes about staff, contractors and job candidates.

## **ABOUT THE SCHOOL**

London Film School (LFS) is internationally celebrated for its commitment to film, craft excellence, innovation and creative freedom. The school is consistently rated as one of the top international film schools.

We are recognised by Creative Skillset as a Centre of Excellence Film Academy.

Currently located in Covent Garden, LFS is the oldest film school in the UK. Deeply connected to local and international screen industries, we have alumni spanning the globe, and working in every part of the film industry. Our students and alumni have won every major award in the screen industries, and we continue to foster and nurture the next generation of filmmakers. During 2017, films created at the school had over 200 festival entries, screening films globally. The list spanned Cannes, Venice, Tribeca, Clermont-Ferrand International Film Festival, The BFI London Film Festival, Edinburgh, Encounters, Oscars, and Sundance.

With around 220 full-time students, from over 30 countries, we are a dynamic hub for high-quality filmmaking activity, preparing creative storytellers for the world's screen industries. We offer three full-time MA programmes, a PhD Film by Practice, and a full calendar of short courses.

The School is committed to collaborative practice-based learning and produces over 180 films every year. The result is a dynamic and intensive film environment which creates global networks for life. Every role within LFS plays a key part in shaping future creative professionals, impacting on the future of the global creative industries.

The School recently turned 60, and with a planned move to a new home, LFS is on the verge of a new chapter in its history. It's an exciting time to join us.

London Film School is a non-profit educational charity with Greg Dyke as its Chairman of the Board and Gisli Snaer as its Director.