

Job Advert Copy – Senior Training Tutor (Live Event Production)

The Academy of Live Technology is uniquely positioned right at the heart of Production Park, Europe's leading live industry destination. We provide the best possible training for the live events sector, with fantastic industry links and state-of-the-art production facilities.

We bridge the gap between industry and education, working closely with leading professionals to respond quickly to current skills shortages in line with specific demands. We provide relevant, up-to-date education so that students get a real taste for what life is like in the live events entertainment industry, with a focus on employability.

At the Academy of Live Technology, you don't just **learn it. You **live** it.**

The Role

This is an exciting opportunity for a candidate educational experience and a highly creative and innovative approach to teaching live entertainment technology and production.

We are seeking a **Senior Training Tutor** with an established profile in **Live Event Production**, to join our innovative staff team and industry leading courses. Applicants should have a minimum of 5 years professional experience with a teaching qualification. Previous training/teaching experience in a further education setting would be an advantage.

Successful candidates will deliver training and technical support across our short courses, in particular our successful funded bootcamp programmes and may be asked to cover sessions within our degree courses when required.

We are looking for an enthusiastic, new staff member with a "can do attitude" to join the exciting and rapidly expanding team at the Academy. You would be expected to engage with enterprise activity, as well as your own professional development. Some delivery may take place at locations other than Production Park so travel is a requirement of the role.

For more information on Academy of Live Technology -
<https://academyoflivetechology.co.uk>

Application packs can be found here –
<https://academyoflivetechology.co.uk/about/jobs>

Benefits of joining the Academy Team:

- 25 days holiday + Bank Holidays
- Pension
- Employee Lunches Provided
- Free Car Parking
- Cycle to work scheme.
- Electric Car scheme
- Staff development and training opportunities
- Staff Wellbeing & support services

Academy of Live Technology	Job Description
POST TITLE: Senior Training Tutor (Live Event Production) (1 FTE)	REFERENCE: ALT2024 - 07
AREA OF WORK: ALT	DATE COMPILED: August 2024
SALARY RANGE: £28-35k (dependent on experience)	HOURS PER WEEK: 40
Probation Period: 6 months	STANDARD WORKING HOURS: 08:30 – 17:30 Monday – Saturday (5 days from 6) (Occasional weekend and evening work will be required)
Notice Period: 3 Months	START DATE: TBC
Holiday Entitlement: 25 days & Bank Holidays	END DATE (If applicable): N/A
FIXED TERM or PERMANENT CONTRACT: Permanent	
IMMEDIATE LINE MANAGER: Head of Institution	
DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER: None	
JOB PURPOSE: The post-holder will deliver high quality technical instruction and training across our education portfolio (predominantly working on Short Courses / Bootcamps) and across different delivery locations in the UK. The post holder will also contribute to the development of the curriculum and curriculum resources, required to ensure an outstanding learner experience.	
<p>PRINCIPAL DUTIES AND RESPONSIBILITIES:</p> <p>The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder:</p> <p>Main Responsibilities</p> <p>Subject Specialism & Professional Expertise</p> <ul style="list-style-type: none"> • Delivery of high-quality technical training and teaching sessions to Bootcamp / short course learners which contribute them being work ready and as a result progress in their chosen career. • Provide a high level of industry insight to learners to ensure they can make informed decisions about their future career path. • Ensure course materials and resources are current, reflect industry best practice and enhance delivery. • Engage in subject professional training as required to support teaching activities. • Engage in continuous professional development to support your own professional skills, including the development of teaching and learning skills. • Developing and maintaining links with industry and other partners as required <p>Teaching and organisation and support of teaching</p> <ul style="list-style-type: none"> • Delivery and teaching of classes, projects, and other learning activities within the framework of the courses. • Delivering classes in both practice and theory to students. • Identify learner starting points, including maths and English and infill gaps in knowledge and skills • Provision of tutorial guidance and support to students • Delivery and coordination of teaching and learning in conjunction with lecturers. • Supervision of students' work on projects and assignments 	

- Participation in formal and informal assessment meetings
- Responsibility for administration (attendance records, group profile, assessment, etc..) in support of teaching/training
- Work to the agreed budget and resources, including liaising with existing industry partners, and to recommend new partners where appropriate.
- Timely responses to email queries from students & colleagues

Quality Assurance, review, and programme development

- Contributing to the annual review and quality assurance processes of the courses and activities in the Academy
- Ensuring that the quality of teaching is of the highest standard and meets all external requirements.
- Engagement with the enhancement and development of pedagogy in relation to the aims of the institution and the course and in line with a range of professional practices
- Developing and maintaining strong professional links in your specialism
- Commitment to innovation and development in learning and teaching
- Incorporating all Academy policies and procedures into the delivery and practice of the course (e.g., implementation of Health and Safety procedures, Risk Assessment, etc.)
- Participate in the internal peer review process.

Student Experience

- Work with colleagues across the Academy to ensure the highest possible standards of student experience in terms of:
 - Course promotion (provision of material, contribution to open days and other recruitment activities on and off-site)
 - Student progression
 - Student recruitment
 - Student induction
 - Learning support
 - Disability support (only in respect of signposting to students and staff how appropriate professional support can be accessed, ensuring learning materials/delivery are accessible.)
- Ensure that students are appropriately supported and provided with timely and constructive guidance for their academic development and pastoral care, fulfilling the policies and procedures of the Academy.

Institutional activities

- Implementation of equal opportunities in all aspects of the post
- Operation of internal procedures (e.g., implementation of Health and Safety procedures)

The Academy of Live Technology actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development. Training and development are primarily focused as developing you in your present role.

SPECIAL REQUIREMENTS

The post-holder will be expected to work evenings and weekends when required, with time off in lieu.

All staff are expected to comply with Production Park Ltd.'s Health and Safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

Academy of Live Technology		Person Specification	
Post Title: Senior Training Tutor		Reference: ALT2024 - 07	
Area of Work: ALT			
Attributes	Essential	Desirable	Assessed at Application(A) or Interview (I)
Knowledge			
Professional experience of Entertainment Technology and Production	X		(A, I)
A primary specialism and demonstrable experience in at least one of the following areas within Production for the stage and/or screen: <ul style="list-style-type: none"> 1. Production Management 2. Staging and Rigging 3. Lighting Technologies 4. Live Sound Technologies 5. Audio Visual Technologies 	X		(A, I)
A secondary specialism and demonstrable experience in at least one of the following areas: <ul style="list-style-type: none"> 1. Virtual Production 2. Film/TV Production 3. Networking and control systems 4. Visualisation and Computer Aided Design 		X	(A, I)
Familiarity with contemporary live event performance and production and their cultural, social and industry contexts	X		(A, I)
Familiarity with international and alternative developments in live event production		X	(A, I)
Organisational and personal skills			
Excellent organisational and interpersonal skills	X		(I)
Commitment to pastoral and academic support of students	X		(A, I)
Excellent communication skills	X		(A, I)
Ability to work collaboratively and flexibly in changing circumstances.	X		(A, I)

Ability to network with others, including negotiating with a variety of partner individuals and organisations.	X		(A, I)
Qualifications/Certifications			
A degree in a relevant discipline, or equivalent professional experience		X	(A)
Postgraduate qualification in a relevant discipline		X	(A)
Teaching qualification or a willingness to undertake such a qualification within two years	X		(A)
Existing and up to date DBS or CRB assessment		X	(A)
Experience			
Teaching or Training experience	X		(A, I)
Experience working within a Further education environment		X	(A,I)
Familiarity with developments in learning and teaching in vocational higher education.		X	(A, I)
Recent experience of working in a technical or design role in the Live Events or Broadcast Industries	X		(A)

This is a description of the role requirements as it is presently constituted. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.