### JOB DESCRIPTION

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Teaching Fellow in Avid Software Post-Production</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department / Unit:</td>
<td>Media Arts</td>
</tr>
<tr>
<td>Grade:</td>
<td>RHUL 8</td>
</tr>
<tr>
<td>Accountable to:</td>
<td>Head of Department</td>
</tr>
<tr>
<td>Accountable for:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

#### Purpose of the Post

To allow the department to deliver new second and third year courses in post-production using Avid platforms (Media Composer and ProTools) to provide support and leadership in delivering first year Media Practice. To provide teaching and leadership on second and third year courses developing creativity in short form film.

#### Key Tasks

1. Deliver high quality teaching and oversight within the degree BA Film, Television and Digital Production, with particular attention to second and third year courses in post-production using Avid software, and the post-production elements of the first year introduction to media practice [MA1007]
2. Provide support on directing elements of first year introduction to media practice [MA1007].
3. Lead and further develop courses in short form film moving between new and obsolete media to challenge student creativity [MA2015].
4. Contribute teaching to other courses as required.
5. Plan and deliver teaching using a range of techniques to inspire and engage students.
6. Identify learning needs of students and define appropriate learning objectives.
7. Design and develop own teaching materials, with guidance, if required.
8. Supervise the work of students, including project work, and field trips / placements where appropriate.
9. Undertake administrative duties as defined by the Head of Department
10. Set and assess work for examination as directed by the Head of Department or Teaching Co-ordinator; select appropriate assessment instruments and criteria; and provide constructive and comprehensive feedback to students.
11. Undertake Personal Tutor duties, providing first-line support for students.
12. Engage in departmental activities such as attendance at Open Days and AVDs, as required.
**Other Duties**

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the College. The post holder will be expected to undertake other duties as appropriate and as requested by his/her manager.

The post holder may be required to work at any of the locations at which the business of Royal Holloway is conducted.

**Internal and external relationships**

The following list is not exhaustive but the post holder will be required to liaise with:
- Head of School
- Head of Department
- Academic teaching co-ordinator
- School Manager