



JOB DESCRIPTION

Job Title:	Lecturer in Film and Television Producing (Professional Practice)
Department / Unit:	Media Arts
Job type	Full time, Fixed term - Academic
Grade:	RHUL 8
Accountable to:	Head of Department
Accountable for:	n/a
Purpose of the Post	
<p>To teach and supervise film and television producing and other related topics, contributing to the design, management, assessment and delivery of teaching at undergraduate and postgraduate level. The role holder will be responsible for convening undergraduate modules in film and television fiction producing and will coordinate, in partnership with other teaching staff, the undergraduate final year collaboration module. They will contribute to the academic administration of the department and will maintain and build relationships with the wider media production industry to support high quality teaching. They will show a strong commitment to equity, diversity and inclusion in education, professional practice and industry.</p>	
Key Tasks	
<p>Teaching</p> <ul style="list-style-type: none"> • To design, deliver, and assess high quality modules and/or courses, ensuring that our teaching meets the needs of a diverse student population. • To undertake activities supporting teaching delivery in the field of film, television and digital media production. • To act as personal tutor as directed by the Head of Department, ensuring appropriate support and advice is provided. • To design and deliver innovative approaches to educational delivery, working with others as appropriate to create a successful learning environment for students. • To ensure the design and delivery of teaching meets the needs of students and working with others to identify future training needs. • To engage with up-to-date literature and expertise in their professional field. • To engage in teaching initiatives, whether internally or externally. • To undertake activities supporting teaching delivery including supervising field trips/placements if required, undertaking assessments ensuring that constructive feedback is provided to allow for development. 	

Professional Practice

- Engage with external networks relevant to film, television and immersive media producing.
- Engage in continuous professional development within and outside the University
- Disseminate practice expertise through workshops or seminars or in other relevant forms.
- Engage in a range of activities relevant to the development of professional practice in film, television and immersive media producing.
- To develop and implement innovative strategies for industry informed teaching.

Leadership, Enhancement, External Engagement and Impact

- To play a full and active part in the administration of the department and its external promotion.
- To attend and actively contribute to departmental, School and University meetings and working groups as appropriate.
- To contribute to the department's growing digital media opportunities and technologically innovative approach by organising events and student-facing opportunities.
- To assist with student recruitment.
- To contribute to strategic planning processes.
- To advise and provide support to less experienced colleagues.
- To co-ordinate and engage in departmental activities such as attendance at open days or applicant visitor days.
- To participate in and develop networks both internal and external to the University to develop research and teaching profile and funding opportunities individually and for the department, School, University and field of research i.e. educational bodies, specific research networks, professional bodies.
- To engage and maintain continuous professional development.

Other Duties

The duties listed are not exhaustive and may be varied from time to time as dictated by the changing needs of the University. The post holder will be expected to undertake other duties as appropriate and as requested by their 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:

Internal: Colleagues in the department, School and University. Such colleagues will include: the Head of Department, Executive Dean, Vice Deans, School Manager, members of the University Senior Management Team and members of department and Professional Services Teams.

External: National and international research colleagues and networks; schools and other educational stakeholders, the media, non-HEIs in the sector, governmental organisations and other possible outreach partners as appropriate, and Research Councils.