**DIRECTOR IN RESIDENCE**

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| Job title: | **Director in Residence** |
| Location: | Emanuel School, Battersea Rise, London, SW11 1HS |
| Job purpose: | To support the co-curricular and academic drama programmes in a directorial and administrative capacity. This will include directing co-curricular projects over the course of the academic year, assisting pupils with their devising and scripted performances at GCSE and A Level, and leading workshops and off-site activities such as theatre visits and tours. |
| Reporting line: | Head of Co-Curricular Drama |
| Hours: | 35 hours per week, Monday to Friday plus occasional weekends. Flexible hours to meet the varying demands of the post – there will be a need to work some Saturdays, Sundays and late evenings when rehearsing for productions (such as tech weekend and sitzprobe) or accompanying trips, for which Time Off In Lieu will be given.  This is an all-year position, working during term time and school holidays. |
| Salary: | £31,000 per annum |
| Benefits: | * A generous annual leave allowance (33 days plus UK bank holidays) * Defined pension contribution scheme, with up to 14% employer contribution and life insurance cover. * The school operates salary exchange, and any employer National Insurance savings are passed back to staff as an additional pension contribution * Salary sacrifice childcare vouchers through TEDS Premier (subject to eligibility criteria) * Free lunches * Simply Health healthcare plan, including flu jabs, online GP service and counselling * Discounts in local shops, restaurants and businesses * Season ticket loans and ride to work scheme * Training and development support |
| Closing date: | 21 July 2025 |
|  | ***Do note that interviews may be held at any stage after applications are received, so candidates are advised to apply as soon as possible.*** |

**Key Responsibilities and Accountabilities**

Drama is an integral part of Emanuel’s academic and co-curricular offering, and the Drama Department successfully combines a focus on excellent skills-based teaching with delivering an exciting programme of public performances, trips and theatre visits. Students respect the work of this well established, vibrant and busy department and are active and engaged learners.

Following the departure of the current post holder after a very successful tenure, we are looking for a new member of the drama team to lead the musical theatre provision. The successful applicant will direct a production of *Into the Woods* next academic year which will rehearse from September to March. This is a collaborative project that involves working closely with the Assistant Director of Music and Technical Manager, alongside external professionals (choreographer, lighting designer, sound engineer, musicians). The role will suit an experienced theatre practitioner with a passion for musical theatre who is confident in leading and managing large-scale projects.

In addition to this flagship musical, there is also the opportunity to direct a separate production to be performed at the Edinburgh Fringe Festival as part of the school’s summer programme. The Director will have the freedom to select an appropriate script and has scope to incorporate other creative elements or mediums as they wish, working with a dedicated cast of students in an intensive rehearsal process in the lead-up to the June previews and festival.

A significant part of the role of Director in Residence is supporting and facilitating student work in both academic drama and leading co-curricular clubs and societies. This includes providing feedback sessions and workshops where appropriate for pupils preparing for iGCSE and A level scripted and devised pieces in the lead up to assessments.

1. Directing the annual Emanuel School Musical together with the Assistant Director of Music (Performance).
2. Supporting the Director of Drama, Head of Co-Curricular Drama and Technical Manager as required to ensure the success of all drama productions
3. Supporting the delivery of drama lessons during busy periods, predominantly through working alongside performance groups at GCSE and A Level in a directorial or supervisory capacity.
4. Leading and taking part in regular departmental visits and co-curricular activities including workshops and theatre trips.
5. Running a range of drama clubs and societies in the lower school and manage their corresponding budgets. This includes running a drama school preparation group for our senior pupils.
6. Running Masterclasses on a range of topics for the Drama Scholars and assisting with the Scholars program.
7. Assisting the Director of Drama with organising the Emanuel Cabaret. This charity event showcases pupil performance work created during the Autumn Term.
8. Using IT software to manage and organise workload.
9. Undertaking cover within the department when requested.
10. Completing administrative tasks on behalf of the Drama Department as requested by either the Head of Department or Head of Co-Curricular Drama.
11. Manage the departmental library resources and continue to expand our in-house repertoire of play texts and media.

***Other***

1. Playing an active and full part in the life of the school community.
2. Complying with relevant Emanuel policies and procedures, including safeguarding procedures, at all times.
3. Undertaking any other task requested by the line manager or a senior colleague that is within the individual’s abilities.

***This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the deputy head, headmaster or senior colleague may require from time to time.***

**Person Specification**

The attributes below give an indication of the type of person who may succeed in this role. However, we always consider positively people with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills and experience that you bring would help you to achieve this important role, whatever your prior experience**.**

Qualifications and knowledge

* An excellent degree-level qualification in the performing arts (or experience that demonstrates equivalent abilities) (essential)
* Excellent knowledge and understanding of drama and musical theatre (essential)
* Ability to coach and lead workshops on voice, movement, or dance (essential)
* Proficient knowledge of Microsoft Word and Excel (essential)
* Understanding of safeguarding (desirable)

Experience

* Experience developing and directing drama productions (essential)
* Experience in directing musical theatre (essential)
* Experience demonstrating a basic knowledge of technical theatre (lighting, sound, set etc) (essential)
* Experience of working with groups of secondary school aged children (desirable)
* Experience directing or performing physical theatre, movement, or dance (desirable)

Skills

* Excellent interpersonal skills; ability to relate well to people on all levels and work well within a team (essential)
* Excellent written and spoken English; the ability to articulate and communicate clearly in a professional manner (essential)
* Ability to effectively plan, resource, and organise projects / tasks, using IT resources where appropriate (essential)
* Excellent problem-solving skills and ability to prioritise and use initiative in challenging situations (essential)
* Excellent research skills (essential)
* Ability to remain calm under pressure and work to tight deadlines, managing competing priorities (desirable)
* Ability to think strategically and contribute to the school development plan (desirable)

Personal competencies and qualities

* Being a team player with a warm presence and sense of humour with a willingness to be flexible and pragmatic when things change (essential)
* Being an excellent and enthusiastic role model who wants to inspire and develop young people’s performance skills in a creative environment to young people (essential)
* Commitment to a culture of safety and inclusive practice (essential)

*Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.*