

Acting Tutor – Acting Department

Start Date	January 2023
Employment Type	Full-time
Closing date for applications	2 October 2022

Scope of the Job

Responsible to:	Programme Leader – Acting
Responsible for:	Freelance & Guest Tutors as required
Works Closely with:	Programme Leader – Acting, Lead Tutors in Acting and wider Academy Staff

Job Purpose

Alongside the Programme Leader – Acting and other colleagues, the Acting Tutor will develop and deliver training and assessment in acting to a world-leading standard. The Acting Tutor reports directly to the Programme Leader – Acting, and ultimately the Executive Director.

Duties and Responsibilities

Reporting to the Programme Leader – Acting of the Academy, the Acting Tutor will execute the following tasks and responsibilities:

- Provide a high-quality learning environment in order to develop student potential within the Academy
- Teach acting classes across all four years of the Undergraduate Acting Programme as well as teaching and training undergraduates from other SPAA programmes
- Assist the Programme Leader – Acting, Lead Tutors and other colleagues in planning, creating, delivering and maintaining high standards in actor training
- Undertake administrative, reporting and reflective processes for both internal and external partners and key stakeholders
- Fully embrace SPAA's Practice as Research programme, making key contributions to generic and specific activities
- Lead projects and direct and devise work
- Support outreach to international, regional and local communities
- Contribute to admissions and audition procedures
- Contribute to your own development and learning through Continuing Professional Development

The above duties are cited as examples and the post holder may be required to undertake additional, reasonable duties that are relevant to the post.

Key Interactions

As part of the team, this role entails working closely with the Programme Leaders and other Lead Tutors to ensure the students are provided with the highest levels of teaching and support during their course of study. Through the departmental channels within the Academy, the SPAA team will facilitate these fundamental practices, ensuring programmes are running effectively and efficiently to benefit the students and the broader arts community in Sharjah and the UAE.

Role Requirements

Essential:

- Excellence within teaching and training practice for performers
- Strong communication skills and an excellent command of the English language
- Ability to work with students from varying cultural, social and economic backgrounds
- Strong collaborative, interpersonal and team-supporting skills, including tact, cultural awareness and sensitivity
- Strong organisational and administrative skills including time-management and the ability to prioritise
- Subject specialist knowledge of a wide range of acting methodologies and systems within live, recorded and digital settings
- Proven and verifiable experience of working as an actor, director or trainer within live, recorded and digital settings
- Appropriate qualification at degree level or be able to demonstrate equivalent experience via industry or professional practice
- Must be willing to relocate to the UAE

Desirable:

- Use of both Apple Mac and Microsoft: Word, Excel, PowerPoint, Keynote, Pages etc.
- Use of creative technologies: Adobe Creative Cloud etc.
- A wider understanding of professional creative industries and global performative practice
- Previous experience of working in a Higher Education environment
- Previous experience of working in an international setting
- Previous experience of research within creative practice environments

- Teaching qualification
- Post-Graduate qualification

Context

Sharjah Performing Arts Academy (SPAA) is an independent Academy established by His Highness, Sheikh Dr. Sultan bin Mohammed Al Qasimi, Ruler of Sharjah, to address a growing demand in the UAE and MENA region for formal quality education and professional training in the performing arts sector. SPAA is the only performing arts conservatoire in the MENA region, offering quality undergraduate and graduate degree programmes taught in English. The purpose-built Academy comprises one 432 seat theatre, two fully equipped studio performance spaces, TV/recording studios, twelve sprung rehearsal studios, 12 singing tutorial spaces, resource library, gymnasium and cafe.

Sharjah Performing Arts Academy specialises in training graduates for work in the international professional performing arts industry. The faculty working at SPAA are highly experienced practitioners within their respective fields. The focus of the Academy is practical rather than academic. The central value for a SPAA graduate is arming them with the highest levels of practical skills for their field and giving them the tools to be able to successfully generate their own work or practice.

Complexity

Sharjah Performing Arts Academy is a complex performing arts institution with a multi-national student, faculty and administrative body. Effective coordination between disciplines and courses is a high priority to ensure that resources are appropriately shared and quality in teaching and learning is maintained. It is a dynamic, progressive and unique environment within which our sense of team is highly valued.

Additional Information

The **Staff Handbook** is an important resource for all employees. It sets out the expectations and important conditions of your employment.

- The post holder must accept responsibility for ensuring that SPAA policies and procedures relating to Health and Safety in the workplace are adhered to at all times.
- The post holder must respect the confidentiality of data.
- This is a full-time post based at **Sharjah Performing Arts Academy**, University City, Sharjah, UAE.

- This job description is a guide to the nature of the work required of the **Acting Tutor**. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as required and in line with the growth of the Academy.
- The *Staff Handbook* will be sent to you via email.
- **Sharjah Performing Arts Academy** offers a highly competitive salary, residency visa, full medical Insurance cover, living/schooling allowances and annual return flight to country of residence.
- **Note:** due to licensing requirements and safeguarding policies, any individual offered a position will be required to submit a background check/DBS/Police check.

This job description is not an exclusive or exhaustive list of all job functions that an employee in this position may be asked to perform from time to time.

To Apply: Please send a maximum two-page (2) **cover letter** with your most current **CV** to careers@spaa.ae. Please put 'Acting Tutor 2023/ Acting' in the email header.

The cover letter should directly address the essential and desirable requirements of the role as outlined within this document.