

## Programme Supervisor: Producing

<b>Start Date</b>	August 2024
<b>Application Closing Date</b>	Thursday, 21 March 2024

### Scope of the Job

Responsible to:	Programme Leader Postgraduate Studies and Executive Director
Responsible for:	Producing provisions within postgraduate programmes; Supervising MFA Producing students for productions; producing SPAA productions (under consideration).
Works Closely with:	Programme Leaders: Production Arts, Acting, Musical Theatre, and Dance. Production Manager, Programme Supervisor Performance Design: Set and Costume.

### Job Purpose

The **Programme Supervisor Producing** position (equivalent to an Assistant Professor) at Sharjah Performing Arts Academy (SPAA) is a full-time role focused on teaching at the postgraduate level. The successful candidate will be expected to supervise postgraduate students in the Master of Fine Arts (MFA) programme (Theatre and Live Performance Creation: Producing) and participate as a member of thesis supervisory committees.

The faculty member will mentor postgraduate students as necessary and teach a mix of skills in the Producing concentration's postgraduate classes. Additionally, they may take on the roles of producing SPAA productions (to be confirmed) and oversee MFA student producers involved in SPAA productions.

The **Programme Supervisor Producing** has a key role in overseeing the dynamic and safe practice within the delivery of producing related teaching. This lead role requires a skill set where the candidate has extensive practical experience in their field, and a successful track record in course management, leading assessment/feedback, budgeting and effectively leading a team. They will work collaboratively alongside the other departments within the performance, dance, and production arts programmes and the wider SPAA faculty. The **Programme Supervisor Producing** reports directly to the Programme Leader Postgraduate Studies.

The successful candidate will also demonstrate the potential to meet SPAA's expectations for Research, Scholarship and Creative Activity, Teaching, and Service as defined in SPAA's

Research and Scholarly Activities policy and Faculty Policies. Maintaining professional engagement at the local, national, and international levels will be encouraged.

## Duties and Responsibilities

- Report directly to Programme Leader Postgraduate Studies, and ultimately the Executive Director to ensure they are kept well-informed about their areas of responsibility.
- Implement the development and delivery of all Producing courses within the postgraduate programme. Prioritising safe practice will be fundamental alongside developing and inspiring innovative teaching that connects with multidisciplinary training that remains dynamic and relevant to the industry.
- Organise and facilitate the faculty pertaining to all activities within the Producing concentration classes.
- Collaborate with the postgraduate faculty to administer course assessments to deliver structured feedback that supports and enhances learning and development for Producing courses.
- Assist the Programme Leader Postgraduate Studies with timetabling and scheduling Producing courses.
- Assist the Programme Leader Postgraduate Studies in the interview and selection process for hiring producers for productions (as required).
- Assist the Programme Leader Postgraduate Studies in outreach and student recruitment efforts to ensure sustained high levels of enrolment.
- The **Programme Supervisor Producing** may take on additional teaching responsibilities related to the postgraduate programme, including managing curriculum documentation, course files, and course administration to adhere to the institution's quality assurance standards.

## Key Interactions

Working as an integral part of the SPAA team, this role involves close collaboration with Programme Leaders, other Supervisors, and Lead Tutors to ensure the highest level of teaching and learning support is provided to students throughout their studies. This collective effort guarantees that courses are executed effectively and efficiently, benefiting students and the broader Sharjah arts community.

## Knowledge and Experience

### Essential:

- Terminal Degree (MFA or PhD) or demonstrate and verify equivalent industry or professional experience or additional qualifications in professional performing arts education.
- Significant professional theatre and/or live performance experience as a Producer (8- 10 years minimum).
- Must be trained in specialist knowledge of Producing for Theatre and Live Events, (including current software suites).
- Prior experience with providing feedback.
- Knowledge and insight into student performance evaluation.
- Experience with research and scholarly activity, including practice as research.
- Capable of working autonomously and as an integral part of a diverse, multinational team, while exhibiting the emotional intelligence necessary for such environments.
- Ability to work on a flexible schedule, which may include working evenings and weekends.
- Excellent verbal and written communication skills.
- Ability to work with Office365 Suite (especially Excel).
- Flexible approach to curriculum development and andragogy to suit the Academy's dynamic needs, and cultural considerations, and to enhance collaborative education delivery.
- Must be willing to relocate to the UAE.

### Desirable:

- Direct industry experience; connections within the theatre and live performance industry for outreach and collaborative purposes.
- Documented success teaching Producing (or similar course content), and related courses at a post-secondary institution and/or mentoring producing students and/or emerging producers.
- Documented success in Producing (e.g., industry awards).
- Clear understanding of schemes of work and preparing classwork while adhering to course marking systems.

- Experience working within a multinational, multilingual educational environment.
- Experience writing and delivering courses for postgraduate education.
- Experience with educational software (e.g., Moodle, Blackboard).
- Experience teaching Leadership, Entrepreneurial skills, Strategic Planning or similar.
- Experience starting or running a company in a for-profit environment.
- Ability to work with students from varying cultural backgrounds and abilities.
- Energetic, driven, creative and dependable.
- Openness to adapting and developing teaching and creative practices.
- Second or third language.

## Core Competencies

### Delivery through:

- Decision-making and solving problems with the Programme Leader Postgraduate Studies.
- Building teams and communication with students.
- Facilitating change: curriculum development, community culture of creativity and innovation.
- Research, Scholarly and Creative Activities.

### Development through:

- Resilience
- Driving results

## Context

**Sharjah Performing Arts Academy (SPAA)** is an independent Academy established by His Highness, Sheikh Dr. Sultan bin Muhammed 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. Effective coordination between departments and courses is a high priority to ensure that resources are appropriately shared and quality in teaching and learning is maintained.

## Salaries and Benefits

Salaries in the UAE are tax free, and you'll receive your pay monthly in United Arab Emirates dirhams. For eligible employees, your salary will include a competitive accommodation and transportation allowance.

We'll provide you with private medical insurance and a residency visa, and depending on your role and salary grade, this may include cover for your dependents.

You are entitled to an annual return ticket to your home country, for eligible employees depending on their role and salary grade, this may also include your dependents.

For eligible employees, depending on their role and salary grade, we will additionally cover you children's (under 18) education expenses.

**For any further information please contact [careers@spaa.ae](mailto:careers@spaa.ae).**

## 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 always adhered to.
- 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 **Programme Supervisor, Producing**. 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.
- **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 (2) page **cover letter** that addresses the full scope of the job requirements, evidence of research, scholarship and creative activity, portfolio of design work, statement of teaching philosophy, statement of creative activity/research interests, and your most current **CV** to [careers@spaa.ae](mailto:careers@spaa.ae)