

## Programme Supervisor Performance Design: Set and Costume

<b>Start Date</b>	August 2024
<b>Employment Type</b>	Full Time – Permanent
<b>Closing date for applications</b>	Sunday, 26 May 2024

### Scope of the Job

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

### Job Purpose

The **Programme Supervisor Performance Design (Set and Costume)** position (equivalent to an Assistant Professor) at Sharjah Performing Arts Academy (SPAA) is a full-time role focused on teaching Set and Costume Design 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: Set and Costume Design) 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 postgraduate Set and Costume Design concentration classes (e.g., design foundation, history, and design genres/forms). Additionally, they may take on the roles for Set and Costume Design on SPAA productions (to be confirmed) and supervise MFA student designers working during SPAA productions.

The **Programme Supervisor Performance Design (Set and Costume)** has a key role in overseeing the dynamic and safe practice within the delivery of set and costume design-related teaching. This lead role requires a skill set where the candidate has extensive practical experience in their field, and a successful record of accomplishment in course management, leading assessment/feedback, budgeting and effectively leading a team. They will work collaboratively alongside the other departments within the Acting, Musical Theatre, Dance and Production Arts programmes and the wider faculty at SPAA. The **Programme Supervisor Performance Design (Set and Costume)** reports directly to the Programme Leader

Postgraduate Studies and may be responsible for providing Set and Costume Design to all programmes, in coordination with 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 in their areas of responsibility.
- Implement the development and delivery of all Set and Costume Design 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 Set and Costume Design concentration classes.
- Collaborate with the postgraduate faculty to administer course assessments to deliver structured feedback that supports and enhances learning and development for Set and Costume courses.
- Assist the Programme Leader Postgraduate Studies with timetabling and scheduling for Set and Costume Design courses.
- Assist the Programme Leader Postgraduate Studies in the interview and selection process for hiring additional Designers 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 Performance Design (Set and Costume)** 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.

### Knowledge and Experience

P.O Box 525400  
Sharjah, UAE

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**E.** info@spaa.ae

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 @sharjahpaa

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 @spaa\_director

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### 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 experience as a Set and Costume Designer (8 - 10 years minimum).
- Must be trained in specialist knowledge of Set and Costume Design, (including current design software suites).
- Previous 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 evening and weekend work.
- Excellent organisational, 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 Performance Design: Set and Costume (or similar course content), and related courses at a post-secondary institution and/or mentoring design students and emerging designers.
- Documented success in Set and Costume Design (e.g., industry awards). Clear understanding of schemes of work and preparing classwork while adhering to course and marking systems.
- Experience working within a multinational, multilingual educational environment.
- Ability to adapt to a wide range of age groups.
- Experience writing and delivering courses for postgraduate education.
- Experience with educational software (e.g., Moodle, Blackboard).
- Experience with additional performance design areas (i.e., Lighting, Sound, Projection).

- 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.

## Context

**Sharjah Performing Arts Academy (SPAA)** is an independent Academy established by His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi, Ruler of Sharjah, to address a growing demand in the UAE and MENA region for formal education and quality professional training in the performing arts sector. SPAA is the only performing arts conservatoire in the Middle East and North Africa region, offering undergraduate and graduate degree programmes taught in English. The purpose-built Academy includes a 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 SPAA faculty are highly experienced practitioners within their respective fields. The focus of the Academy is practical rather than academic. The Academy's primary goal is to equip graduates with the highest level of practical skills in their field, along with the tools necessary for successfully creating their own work or practice.

## Salaries and Benefits

Salaries in the UAE are tax-free and disbursed monthly in United Arab Emirates dirhams. Faculty members receive a competitive benefits package that includes: accommodation, private medical insurance, and a residency visa, which extends to cover dependent family members. The Academy will cover the cost of education expenses for eligible dependent children under the age of 18.

Employees and eligible dependents are entitled to an annual return ticket to their home country.

## Additional Information

- The individual in this position is responsible for ensuring compliance with all SPAA policies and procedures, including the Workplace Health and Safety and Confidentiality policies.
- This position is full-time based at **Sharjah Performing Arts Academy**, University City, Sharjah, United Arab Emirates.
- The **Faculty Handbook** is an important resource and sets out the expectations and conditions of employment. Prospective candidates for this position can request the Faculty Handbook, which will be sent to them via email.
- This job description is a guide to the nature of the work required of the **Programme Supervisor Performance Design (Set and Costume)**. 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 salary range for the **Programme Supervisor Performance Design (Set and Costume)** is approximately 19,000 AED/month, depending on education and experience.

Academy President

**His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi**

Member Of The Supreme Council & Ruler Of Sharjah



## How 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).

Please place 'Programme Supervisor performance Design (Set and Costume) 2024' in the email subject line.

*(Applicants should ensure that their cover letter explicitly discusses the required qualifications detailed in this job description for this position)*

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

**Note:** Candidates offered positions at Sharjah Performing Arts Academy are required to undergo a comprehensive background screening and police check, prior to finalising their employment.

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