

# Head of Postgraduate Studies

## MGA Academy of Performing Arts



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### Introduction

MGA is a specialist independent CDMT accredited performing arts institution. The institution offers foundation, BA, and MA programmes across the performing arts. The programmes are;

- Foundation Acting
- Foundation Dance
- Foundation Musical Theatre
- BA Hons Acting
- BA Hons Acting (Film and Television)
- BA Hons Dance (Commercial)
- BA Hons Dance (Contemporary)
- BA Hons Musical Theatre
- MA Performance (Theatre Making)
- MA Performance (Dance and Choreography)

The foundation programmes are validated by the Scottish Qualifications Authority, the BA and MA programmes are validated by Bath Spa University. The institution currently has around 170 students and aims to get to 400 within the next four years. This will be achieved by the introduction of new pathways on our current provision and developing Film and Television as a new subject area.

MGA has recently moved to an outstanding new 30,000 sq. ft campus which has 18 studios including 5 with fully sprung floors. MGA is currently in the process of developing plans for a new performance complex.

MGA is driven by the vision to create flexible, professional, imaginative performers and performance makers. MGA has an outstanding record of graduate employment with graduates working in the West End, major tours, film, and Television and on top line cruise ships.

#### Who are we looking for?

The Head of Postgraduate Studies is a new important and senior position within the Institution. We are looking for someone with experience of both higher education and importantly substantial experience of professional theatre and/or film and tv. We are looking for someone who has the vision and leadership skills to inspire our teaching staff and students and to help MGA grow, and further enhance the institute's position as one of Scotland's leading performing arts training centres.

We are looking for someone who has ambition, imagination, rigour, and a desire to do something special.

## Person Specification

|   | Essential (E),<br>Desirable (D)<br>or Preferred<br>(P) | Where<br>Demonstrated |
|---|--|-----------------------|
| <b>Qualifications</b>   |  |                       |
| BA (Hons) Degree in related area  | E  | Application           |
| MA / MSc / MFA in related area  | E  | Application           |
| HE teaching qualification or fellowship of HEA  | D  | Application           |
| Ph.D. or Equivalent   | P  | Application           |
| <b>Professional Experience</b>  |  |                       |
| A substantial body of professional work in theatre  | E  | Application           |
| A clear understanding of professional industry working practices  | E  | Application           |
| A substantial network within the performing arts economy  | E  | Application           |
| <b>Higher Education Teaching Experience</b>   |  |                       |
| Successful experience of delivery in vocation undergraduate performing arts higher education (teaching and assessment)        | E  | Application           |
| Successful experience of delivery in postgraduate performing arts higher education (teaching and assessment)                  | E  | Application           |
| Successful experience of module leadership in higher education  | E  | Application           |
| Successful experience of working within and operating HE quality assurance systems  | E  | Application           |
| A clear coherent vision for performing arts training and a successful experience of programme / module curriculum development | E  | Application           |
| Experience of working as an external examiner for a related programme   | D  | Application           |
| <b>Leadership and Management</b>  |  |                       |
| Successful management of delegated financial budgets  | D  | Application           |
| Successful experience of timetabling and resource management  | E  | Application           |
| Successful experience of staff line management  | D  | Application           |
| Successful experience of managing and chairing meetings   | D  | Application           |
| <b>Other</b>  |  |                       |
| Ability to effectively work as part of a team   | E  | Application           |
| Ability to work collaboratively across disciplines  | E  | Application           |
| Ability to communicate in writing with an eye for detail  | E  | Application           |
| Ability to contribute to student recruitment and manage auditions   | E  | Applications          |

## Job Description

|   |   |
|---|---|
| <b>Responsible to:</b>  | Director / CEO  |
| <b>Responsible for:</b>   | SL / L / VLs in Teaching Team   |
| <b>Working with:</b>  | Head of Dance<br>Head of Musical Theatre<br>Head of Acting<br>Academic Co-ordinator<br>Administration Manager<br>Head of Marketing and Communications<br>Head of Admissions and Recruitment |
| <b>Salary</b>   | <b>£47,000</b>  |
| <b>Leave entitlement</b>  | <b>35 Days</b>  |
| <b>Probationary Period</b>  | <b>6 months</b>   |
| <b>Roles and Responsibilities</b>   |   |
| <b>Academic Leadership</b>  |   |
| <p>In collaboration with the programme team provide overall academic leadership of all postgraduate studies with specific regards to vision, relevance, coherence, efficiency, adoption of best practice, innovation, and collaboration. Postgraduate studies currently includes (from Sept 24)</p> <ul style="list-style-type: none"><li>• MA Performance (Dance and Choreography)</li><li>• MA Performance (Theatre Making)</li></ul> <p>The Institute would welcome candidates who wish to develop further viable postgraduate programmes</p>  |   |
| <b>Teaching</b>   |   |
| <p>To teach a range of subjects across undergraduate and postgraduate levels. It is anticipated that the successful applicant will be able to deliver a range of disciplines. The post holder can come from either a dance or acting/directing background. We envisage that the successful applicant will have a background in practice as research. We are keen on developing postgraduate provision with the development of new work / practices at its core.</p>   |   |
| <b>Programme Management</b>   |   |
| <p>The postholder will have overall responsibility for the operational management of the programmes in the subject area. This includes but is not limited to;</p> <ul style="list-style-type: none"><li>• Teaching staff allocation to modules and projects</li><li>• Programme timetables</li><li>• Assessment timetables and planning</li><li>• Management of allocated budgets</li><li>• Student Induction</li><li>• Chair of team meeting</li><li>• Chair of programme boards</li><li>• Teaching observation</li><li>• Quality assurance and enhancement (see below)</li><li>• Auditions and audition planning (see below)</li><li>• Team annual appraisals</li></ul> |   |

- Student welfare, support, and guidance (first level)

### **Quality Assurance and Enhancement**

The postholder is responsible for the management and operation of the subject area quality assurance and enhancement procedures and systems. This includes but not limited to:

- Chair of the subject area programme board
- Oversight and monitoring of assessment processes
- Attendance at University Assessment Boards
- Liaison with University External Examiners
- Liaison with University Link tutors
- Teaching Observations
- Production of Annual Programme Review Document
- Membership of Teaching and Learning Board (On rotation)

### **Institutional Responsibilities**

In addition to subject area / programme responsibilities the postholder has also collegiate responsibilities for the overall management and operation of the Institute's education provision through membership of the Operational Planning Group and other groups as required.

### **Student Recruitment**

Through membership of the Admissions Committee the postholder will contribute to the overall strategy for student recruitment and auditions. More specifically the postholder will be responsible for leading student auditions for their programmes. On occasions the postholder will be required to attend open days, attend recruitment events, and visit feeder institutions.

## **How to apply**

**Closing Date and Time – 4.00pm 30<sup>th</sup> December 2023**

**There is no application form for this post, applicants should send a CV, covering letter and details of three referees, including most recent employer to**

**[recruitment@themqaacademy.com](mailto:recruitment@themqaacademy.com)**

**(Please note, references will not be asked for until after the interview process has been completed)**