

Job Advert Copy – Programme Director – Backstage Academy (USA Based)

Backstage Academy is the UK's leading higher education institution for the Live Event Industry. Our partner, Rock Lititz, have invited us to work with them on a joint venture – together we are going to open a new Campus in the USA. Offering high quality industry driven education, research and innovation the industry embedded campus will be based in Rock Lititz, in Lititz PA. We are seeking an experienced Programme Director, to take a leading role in the international expansion of Backstage Academy.

At Backstage Academy, you don't just **learn it. You **live** it.**

The Role

To support us on this exciting journey we are looking for an experienced Programme Director to join our team. The postholder will play a leading role in supporting the establishment of Backstage Academy, USA. We would like to hear from candidates who have exceptional organisational skills, are able to manage multiple stakeholders and projects and who have expertise in the Live Events Industry and/or employer led Higher Education.

The Programme Director has an important contribution to make to the success of the Academy and its students. The successful applicant will work collaboratively with colleagues in academic and professional areas on several different workstreams including estates, accreditation, curriculum development and employer engagement. The postholder will oversee the day to day running of the USA Campus and can therefore expect significant management responsibilities delegated to them.

The Programme Director will provide strategic and inspirational leadership for our work in international recruitment and partnership development, as well as developing external industry opportunities in the US.

About you

- We are looking for an enthusiastic, new staff member with a “can do attitude” to join the exciting and rapidly expanding team at Backstage Academy.
- You will be experienced leader who has a sound understanding of the Live events and creative industries.
- You will have a track record of delivering significant programmes, at a senior level, project management and managing a portfolio of multiple fast-paced and complex projects, preferably in higher education.
- Capability to manage relationships at senior level, and the ability to influence professional and academic colleagues, managing teams with diverse areas of expertise.
- Excellent leadership competences, encompassing innovation, delivery, team development and change management
- The role is based in Lititz, PA and would ideally suit someone who is already based in the USA or prepared to relocate.

For more information on Backstage Academy - <https://www.backstage-academy.co.uk>

Salary: Competitive

Closing Date for Applications – 12:00 3rd March 2023

Interviews will be arranged for – Mid-March 2023

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| Backstage Academy (Training) Ltd | Job Description |
| POST TITLE: Programme Director (1 FTE) | REFERENCE: BSA 2023-01 |
| AREA OF WORK: Backstage Academy USA | DATE COMPILED: January 2023 |
| SALARY RANGE: Competitive | HOURS PER WEEK: 40 |
| Probation Period: 10 months | STANDARD WORKING HOURS: 08:30 – 17:30 Monday – Friday (Occasional weekend and evening work will be required) |
| Notice Period: 3 Months | START DATE: TBC |
| Holiday Entitlement: | END DATE (If applicable): N/A |
| FIXED TERM or PERMANENT CONTRACT: Permanent | |
| IMMEDIATE LINE MANAGER: Head of Institution, Backstage Academy | |
| DESIGNATION OF ANY STAFF LINE MANAGED BY THE POST HOLDER: | |
| JOB PURPOSE: The Programme Director will support the delivery of several crucial educational functions, including innovative programme development, academic staff development, student partnership, industry partnerships, technology enhanced learning, academic skills development, personal mentoring, and quality and standards. Each of these will drive improvement across key performance indicators including student satisfaction, retention, progression, and graduate outcomes. The role will support the Executive Advisory Board in building the external profile of the Academy and on occasion, will be required to present to external stakeholders and funding agencies. | |
| PRINCIPAL DUTIES AND RESPONSIBILITIES: The following duties are not shown in order of priority or frequency nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post holder: Main Responsibilities Management <ul style="list-style-type: none">• To advocate Backstage Academy's values, culture and educational ethos and promote these through everyday practice in the role.• With the Head of Institution (Backstage Academy UK), Provost (PCAD) the Programme Director forms part of the senior team and can therefore expect significant management responsibilities related to the management of the | |

Academy to be delegated to them.

- Represent the Academy externally to stakeholders, industry partners and funding agencies
- Create and maintain effective communication channels with staff at PCAD, including through the holding of regular meetings.
- Ensure that all activities of the team meet the agreed budget and that financial risks are actively managed.

Team Management

- To promote and ensure excellent, innovative, and inspiring teaching, including the effective use of peer collaboration and feedback; professional induction, training, and development; module and course evaluation; dissemination of good practice; encouragement of innovation; and systems for recognizing and rewarding excellent teaching.
- To line manage, support, and develop academic colleagues as appropriate.
- Oversee the recruitment, induction, development, and performance management of staff, as appropriate.
- Provide staff with on-going support and guidance about programme goals, curriculum, materials, and methodology.
- Ensure teaching staff follow best pedagogical practice and adhere to agreed principles of learning and teaching within the Academy.
- Promote a collaborative working environment to maintain and enhance the quality of the student learning experience and the overall teaching-learning environment.
- Be responsible for delivering on academic policy, priorities, and objectives.
- Contribute to the planning and scheduling of the classes in an appropriate and cost-effective manner

Programme Delivery and Quality Assurance

- Develop, lead and co-ordinate the Academy's programmes and academic resources (including curriculum review process, timetabling, assessments, and tutor recruitment/deployment) with an understanding of the Academy's commercial targets, the maximising of student continuation to Backstage Academy's courses and optimum student satisfaction levels.
- Teach up to 10 hours a week
- Collaborate with the wider PCAD administration on internal reviews, validation, and accreditation processes.
- To be proactive in designing and delivering innovative, creative, and research-informed course design and in evaluating their effectiveness.

Resources

- Lead the team in the writing of module outlines, teaching materials, assignments, and summative assessments
- Encourage the development and use of the VLE and other learning technologies.
- Ensure all necessary academic texts, handbooks and teaching materials are produced, procured, updated, catalogued, and securely maintained.
- Lead the development of new academic programmes in line with market needs.

Students

- Liaise with the wider PCAD administrative team on the student disciplinary procedures and their implementation.
- Develop and implement a strategy to support progression and ensure that students are adequately prepared to enter employment in the entertainment industry.
- Monitor student progress and the identification of those who are struggling so that they can be offered support as quickly and effectively as possible.
- Ensure that appropriate guidance and support is given to students regarding their academic and progression choices.
- Develop and monitor effective systems to ensure student feedback is central to review processes.
- Contribute to, and lead academically, the overall management of student expectations to achieve the highest possible student satisfaction

Assessment

- Working with the wider PCAD Administrative team, be responsible for the overall co-ordination of assessments scheduling, invigilation, exam/test assessments and the production of academic reports and ensure these are delivered in the most effective and efficient way to the required quality standards.
- Contribute to Assessment Boards as required.

Additional

- Provide the Executive Advisory Board with advice on all academic matters considering commercial imperatives and financial targets.
- Use management information effectively to contribute to the continuous improvement of academic systems and processes.
- Contribute to the formulation of the annual budget and the regulation of expenditure in the Academy.
- Maintain good relationships with Backstage Academy UK and PCAD colleagues and liaise with all relevant stakeholders in relation to all academic issues.
- To comply with all legislative, regulatory and policy requirements (e.g., Finance, HR, Health & Safety, Environmental Sustainability) as appropriate
- To demonstrate value and importance of equality and diversity in every aspect of Backstage Academy USA's work, and show commitment through everyday practice in the role
- To work continuously to improve individual knowledge, skills, and behaviours for the current role and for the longer-term, gaining appropriate professional qualifications/accreditation and maintaining membership of appropriate professional bodies as appropriate.

Backstage Academy actively encourages staff development and training. You are expected to participate in training and development activities as necessary to meet job, institutional and personal development. Training and development is primarily focused as developing you in your present role.

SPECIAL REQUIREMENTS

The post holder will be required to travel regularly in the UK and internationally, and adopt non-standard working hours at times (e.g., evening & weekend work), with time off in lieu.

All staff are expected to comply with Production Park Ltd.'s Health and safety and Equal Opportunities policies in the performance of their duties.

N.B. The post-holder may be required to undertake any other duties which may reasonably be required as within the nature of the duties and responsibilities of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the Job Description in specific terms.

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| Backstage Academy (Training) Ltd | Person Specification | | |
| Post Title: Programme Director | Reference: BSA 2023-01 | | |
| Area of Work: Backstage Academy | | | |
| Attributes | Essential | Desirable | Assessed at Application(A) or Interview (I) |
| Knowledge | | | |
| Extensive Knowledge and experience of quality assurance, quality enhancement, learning and Teaching, and student experience issues in HE | X | | (A, I) |
| Academic credibility built upon achievements through teaching and/or research excellence | | X | (A, I) |
| Full understanding of a student-centred approach to curriculum development and programme management | X | | (A, I) |
| An understanding of the policy landscape in higher education, including student recruitment, both nationally and internationally | | X | (A, I) |
| Strong subject expertise in any area of the Academy’s work | X | | (A, I) |
| Organisational and personal skills | | | |
| Excellent organisational, communication and interpersonal skills | X | | (A, I) |
| A range of skills in teaching, presentation and the operational management of learning | X | | (A, I) |
| Ability to work collaboratively and flexibly in changing circumstances | X | | (A, I) |
| Ability to network with others, including negotiating with a variety of partner individuals and organisations | X | | (A, I) |
| Commitment to innovation and enterprise, including developing new revenue streams | X | | (A, I) |
| Ability to deal with all levels of staff in both an academic and business context and to inspire confidence | X | | (A, I) |
| High personal credibility, resilience and emotional awareness | X | | (A, I) |
| Ability to translate new ideas into practice and deliver success | X | | (A, I) |
| Ability to accept personal responsibility, proactively identifying need for, and managing, change | X | | (A, I) |
| Qualifications/Certifications | | | |

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| A degree in a relevant discipline, or equivalent professional experience | X | | (A) |
| Postgraduate qualification in a relevant discipline | X | | (A) |
| PhD or Professional Doctorate | | X | (A) |
| Relevant Teaching Qualification | | X | (A) |
| Experience | | | |
| Senior management and leadership experience in HE and/or business including line management of faculty staff, budget, and performance management | X | | (A, I) |
| Experience of partnership working with business and educational organisations in the US and overseas | X | | (A, I) |
| Experience of partnership working with business, public sector, and other organisations | X | | (A, I) |
| Experience of setting up short courses, training programmes or equivalent | | X | (A) |
| Experience of Leading e-learning, blended and distance learning developments | | X | (A) |
| Statutory Requirements | | | |
| Eligibility to live and work in the US | X | | (A) |
| Enhanced DBS disclosure check or equivalent | | X | (A) |

This is a description of the role requirements as it is presently constituted. It is the Academy's practice to periodically review job descriptions to ensure that they accurately reflect the role requirements to be performed and if necessary, update to incorporate changes were appropriate. The review process will be conducted by the relevant manager in consultation with the role-holder.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.

Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.