

JOB DESCRIPTION

JOB TITLE	Genesis Network & Mentoring Officer
TYPE OF CONTRACT	Part-time, three-year fixed term contract
RESPONSIBLE TO	Industry Liaison & Professional Development Officer
COUNTERSIGNING MANAGER	Head of Academic Services and Development
GROSS ANNUAL SALARY	£15,000 for 3 days per week; £25,000 FTE
HOURS OF WORK	21 hours per week (9.30 am - 5.30 pm); plus occasional evening and weekend work as necessary 0.6 FTE; Tuesdays, Wednesdays & Thursdays (fixed days)
KEY WORKING RELATIONSHIPS	Industry Liaison & Professional Development Officer, Head of Academic Services and Development, Development and Alumni Coordinator, Marketing Manager, Year Tutors of Graduating students
INTERNAL	
EXTERNAL	LAMDA Alumni, The Genesis Foundation, Genesis Directors Network
HOLIDAY ENTITLEMENT	17 days per year plus bank holidays; (This is inclusive of any days when LAMDA may be closed i.e. Christmas closure)
PENSION	After 3 months of continuous service you will be automatically enrolled into our qualifying work place pension scheme. LAMDA will contribute an additional 3% of gross annual salary
BENEFITS	After six months of continuous service and on successful completion of the probationary period, you will become eligible for the following benefits:
(1) COMPANY HEALTH CARE SCHEME	LAMDA will pay for the employee to be part

	of the Healthcare Scheme
(2) GROUP LIFE ASSURANCE	LAMDA offers a death in service benefit where the nominated beneficiary could receive approximately 4 x annual salary payment if death occurs whilst in service
(3) SEASON TICKET LOAN	LAMDA offers an interest free loan for the purchase of an annual season ticket
(4) CHILDCARE BENEFIT SCHEME	LAMDA offers childcare vouchers as part of a salary sacrifice scheme. This benefit will enable employees to make significant savings on their tax and national insurance contribution
(5) EMPLOYEE ASSISTANCE PROGRAMME	LAMDA offers an employee wellbeing service which is confidential and easy to access. This service is available to staff 24 hours a day, 7 days a week

JOB PURPOSE

- To set up and deliver the Genesis Network & Mentoring Scheme to be launched in September 2017.
- To provide additional support to all our graduating students (including those from technical theatre and other courses) as they prepare to leave LAMDA and enter the business, running from March prior to graduation to March post-graduation.

DUTIES AND RESPONSIBILITIES

- To advertise and promote the scheme to LAMDA graduates.
- To ensure the successful recruitment of graduates to be mentors, ensuring that sufficient mentors are in place to support the graduating year.
- To record the matching of graduating student and mentor.
- To be the first point of contact for the scheme internally and externally.
- To make the initial introduction between graduating student and mentor.
- To create and circulate mentoring information packs for national and international graduates and mentors ensuring that these follow and adhere to LAMDA's internal policies and procedures.
- To monitor communication between graduating student and mentor.
- To develop and organise skill development workshops for alumni.
- To run annual mentor briefing workshops and events, ensuring that all mentors understand their duties and responsibilities to mentees and to LAMDA and are able to fulfil their roles as mentors safely and responsibly.

- To record outcomes, and gather data and statistics on the scheme. To create reports and material as required to support the scheme.
- To collaborate with Marketing & Communications to produce content for web, digital and print promotion [including, but not limited to films, e-marketing materials and social media campaigns] and to support related press activity.
- To create and maintain an up-to-date list of mentors and notify the Development and Alumni Coordinator of any contact detail updates.
- To conduct annual review and report to funding bodies.
- To attend graduating student productions and events.
- To disseminate via email paid job opportunities (acting and non-acting) to Genesis Network in consultation with the Industry Liaison & Professional Development Officer.
- To work closely with the Industry Liaison & Professional Development Officer to ensure excellent continuity of care for graduates.
- To engage in personal professional development and research to forge links with the profession and keep abreast of current professional best practice.
- To have due regard for Health and Safety at all times.
- To undertake such other duties as may be required by the Academy from time to time.

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
SKILLS / ABILITIES	<p>-Excellent communicator (Written and oral)</p> <p>Computer skills:</p> <ul style="list-style-type: none"> • Word • Excel • Spektrix or similar <p>-Problem solving</p> <p>-Good standard of written English</p> <p>-Good at keeping records and collecting data</p> <p>-Organisational, administrative and time management</p> <p>-Excellent written presentation skills for the purposes of letter communication and reports</p> <p>-Interpersonal, influencing and negotiation</p> <p>-Networking</p>		Covering letter / Interview
KNOWLEDGE	<p>-UK/US Theatre, Film & TV Industry</p> <p>-Understanding of how individuals may build a career in acting and/or technical professions</p>	-UK/US writers groups	Covering letter / Interview
QUALIFICATIONS	<p>-Relevant Degree</p> <p>-English Language GCSE grade B or equivalent</p>		Certificates (if applicable)
EXPERIENCE	-Experience within the Theatre, Film & Television creative sphere		Covering letter / Interview

QUALITIES	<ul style="list-style-type: none"> -Persistent -Friendly -Organised -Outgoing -Confidential -Mature and discreet -Ability to work under own initiative -Empathy with LAMDA's artistic vision 		Covering letter / Interview
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About LAMDA

A world-leading conservatoire, LAMDA seeks out and trains the exceptional dramatic artists and technicians of every generation, so they can have the most extraordinary impact on the world through their work in theatre, film, television and radio. We are also a world-renowned awarding organisation, delivering qualifications in communication and performance and inspiring young people across the globe to become confident and creative communicators, equipped to realise their full potential

At LAMDA, we believe in the transformative power of the dramatic arts and the importance and value of drama in society. Great art has the ability to move, challenge and inspire us; it writes the narrative of our lives. We want more people to share in this experience, through our training, qualifications, work, productions and facilities..

History and Background

LAMDA is the oldest drama school in the UK. Founded in 1861 as the London Academy of Music, we were the first such institution to offer acting tuition – defining LAMDA's role as a leader and pioneer.

Our drama school

Today we offer exceptional vocational training for talented individuals – enabling them to become outstanding actors, directors, stage managers and technicians, regardless of their background, educational qualifications or financial circumstances.

Dealing in excellence, passion, talent and imagination, we train a core cohort of approximately 220 UK and international students a year across seven degree courses, a validated semester programme and LAMDA's Foundation Diploma. Over the summer we welcome approximately 360 students onto our validated and non-validated short courses.

Our training is delivered by a faculty of experienced tutors and visiting specialists. Together they enable our students to acquire the skills and develop the creativity necessary to excel in highly competitive professions.

We produce 23 public productions each year and screen and audio performance are also vital elements of our vocational acting courses. We are committed to the development of new writing. We commission professional playwrights and screenwriters to develop new work with our students each year. In 2015/16 we staged the world premiere of *The Rehearsal* by Eleanor Catton, adapted by Elinor Cook, which was originally workshopped and developed at LAMDA. Previous new writing project collaborators include: April De Angelis, Stella Duffy, Ella Hickson, Tim Luscombe, Matt Morrison, Mark Ravenhill and Robin Soans.

Our examinations

The first conservatoire to create an examinations syllabus, LAMDA has been offering practical exams in communication and performance subjects for over 130 years. Today, we offer a performance and communications-based syllabus leading to accredited and non-accredited awards in the UK and worldwide. Over 100,000 candidates took our examinations in 31 countries last year, making LAMDA the largest statutory speech and drama awarding body in the UK.

Our examinations are about achievement and empowerment. Anyone can take a LAMDA exam, regardless of age, ability, ambition or experience. Our ultimate aim is to provide every individual with the opportunity to develop the life skills they need to be a success, wherever their future takes them.

In May 2016, we launched the first qualification in our new LAMDA Schools Award portfolio – the LAMDA Level 2 Award in Speaking and Listening Skills. Designed in line with the curriculum at Key Stage 3, it is a nationally recognised vocational qualification delivered by teachers in the classroom. Highly flexible and designed to work across subjects, it enables students to build the self-confidence, sociability and assertiveness necessary to access Further and Higher Education, secure employment and participate in lifelong learning. It was developed with support from leading education, business and third sector figures, including the University of Cambridge and University College London, and its launch follows a successful pilot funded by Paul Hamlyn Foundation across ten UK schools.

For Examinations, LAMDA is a recognised awarding organisation, regulated by Ofqual (the Office of Qualifications and Examinations Regulations) in England and the corresponding regulatory authorities in Wales (DfES) and Northern Ireland (CCEA).

LAMDA Alumni

You will find LAMDA graduates on stage at the RSC, Shakespeare's Globe, the National Theatre, in the West End and on Broadway. They also shine in film, television and radio – taking lead acting, directing and backstage roles for the BBC, HBO, Netflix, Amazon Prime and Hollywood.

Recent alumni award winners include:

- Nathaniel Parker – Winner of 2015 Best Supporting Actor Olivier Award (*Wolf Hall* and *Bringing Up the Bodies*)
- Mischief Theatre Company – Winners of 2015 Olivier Award for Best New Comedy (*The Play That Goes Wrong*)
- Ruth Wilson – 2015 Golden Globe Award for Best Actress in a TV Drama (*The Affair*) and two-time Olivier Award winner (*A Streetcar Named Desire* and *Anna Christie*)
- Benedict Cumberbatch – 2015 Golden Globe, BAFTA and Oscar nominee for *The Imitation Game*;
- David Oyelowo – nominated for the 2015 Best Actor Golden Globe for *Selma*;
- Chiwetel Ejiofor – nominated for the 2014 Best Actor Oscar for *12 Years a Slave*, and;
- Rory Kinnear – voted Best Actor in the Olivier Awards 2014 (*Othello*) and 2008 (*The Man of Mode*).

Our stage management and technical theatre graduates enjoy a 100% employment rate after graduation. First jobs for our 2016 graduates included the title role in the new HBO drama series *Will* (Laurie Davidson) and lead roles in Michael Winterbottom's *Love Song*; Wolf Alice and in

Phyllida Lloyd's *The Tempest* for the Donmar Warehouse in London and New York (Leah Harvey).

Former LAMDA Examinations learners include: Neil Gaiman (bestselling author, poet and screenwriter); Kim Cattrall (actress); Imelda Staunton (actress); Lily Cole (model and actress); Rita Ora (singer); Tom Fletcher (singer/musician, McFly); Vanessa White (singer, The Saturdays); Nathan Sykes (singer, The Wanted); Emma Bunton (singer, radio presenter); Denise Van Outen (musical theatre performer, presenter); Sarah Brightman (singer/musical theatre performer); John Thomson (actor and comedian) and Jim Knight (politician).

Our learners report developing a wide range of skills through taking these exams:

- bestselling author Neil Gaiman has spoken about how examinations helped him find his voice and support his love of literature;
- singer Rita Ora has openly discussed how examinations helped give her the confidence she needed to perform; and
- they helped aspiring actress Kitty Castledine perform in the Paralympics Closing Ceremony.

Our New Facilities

We are currently completing the building of our new £28.2 million centre for world-leading drama training. Construction began on site in February 2015 and the new facilities will open to the public in spring 2017.

This transformative 5,500m² development comprises:

- the flexible 200-seat Sainsbury Theatre;
- the 120-seat black box Carne Studio Theatre;
- a new Education Wing housing a fully-equipped digital screen and audio suite, 10 large training and rehearsal studios and The Sackler Library;
- new backstage facilities;
- additional space in which to develop our examinations; and
- a sustainable and exciting future for LAMDA and our global beneficiaries.

The building will be a highly visible flagship on the way into London and give all those in our home borough of Hammersmith & Fulham a greater resource and access to LAMDA's facilities.

We launched our Act Now! Campaign in November 2013 – at the National Theatre with Benedict Cumberbatch CBE as Patron – to raise the final funds needed for this project. It is the most ambitious and successful fundraising campaign LAMDA has ever undertaken.