

## **Candidate Information**

<b>Position:</b>	Lecturer (Education) in Arts Management & Cultural Policy
<b>School/Department:</b>	Education (AEL)
<b>Reference:</b>	20/108222
<b>Closing Date:</b>	Thursday 7 May 2020
<b>Salary:</b>	£36,914 - £40,322 per annum
<b>Anticipated Interview Date:</b>	Thursday 21 May 2020
<b>Duration:</b>	This is a fixed term contract available for a period of two years

### **JOB PURPOSE:**

To teach at undergraduate and postgraduate level, undertake scholarship relevant to the Subject Area and to contribute to Area and School administration/outreach activity.

### **MAJOR DUTIES:**

#### **Teaching:**

1. Design and deliver teaching and assessment activities within area of specialism including lectures, setting/marking coursework, practice workshops, and fieldwork to undergraduates and postgraduates.
2. Select appropriate assessment instruments and criteria, assess the work and progress of students by reference to the criteria and provide constructive feedback to students.
3. Seek ways of improving performance by reflecting on teaching design and delivery and obtaining and analysing feedback.
4. Oversee and support research students as directed by Head of School.
5. Supervise practice work where it is part of the course and advise students on techniques.
6. Plan and develop independent teaching contributions and contribute to the design or revision of course units.
7. Develop appropriate teaching approaches and contribute to curriculum development.

#### **Scholarly Activity:**

1. Develop and plan an area of scholarship and expertise in the field of Arts Management and Cultural Policy, thereby contributing to the education portfolio of the School.
2. Contribute to and publish scholarship in refereed journals and conferences in relation to teaching/learning and or professional practice.
3. Direct, coach and develop students within specialist area in skills relating to Arts Management and Cultural Policy and emerging trends in the field.
4. Collaborate on original scholarship with colleagues in other institutions including those of strategic importance to Queen's.
5. Support colleagues and students in developing Arts Management and Cultural Policy quality outputs for ongoing practice-based research projects.

#### **Administration/Contribution to the Community:**

1. Contribute to the School's outreach strategy by developing external links.
2. Provide pastoral care for students within own area to ensure that all issues are dealt with in a timely, sympathetic and effective manner.
3. Carry out designated routine Subject Area and School administrative duties, including, for example, committee work, course administration, etc.
4. Be responsible for the record-keeping associated with teaching and the preparation of teaching materials.

#### **Planning and Organising:**

1. Plan and manage own teaching and tutorials as agreed with Head of School/mentor.
2. Design/update modules in line with School's teaching strategy.
3. Plan and prepare scholarship and practice-based outputs to meet publication deadlines.

4. Prepare scholarship and practice-based proposals for submission for external funding.

**Resource Management Responsibilities:**

1. Use teaching and scholarship resources, as well as fieldwork and workshops as required.
2. Co-manage, where appropriate, with grant holder external funding relating to discipline.
3. Act as mentor for students.

**Internal and External Relationships:**

1. Member of the School Board and Examination Board and such committees relevant to their administrative duties.
2. Collaborate with other staff within School.
3. Involved in developing links or joining external networks to share information and ideas.
4. Contribute to the School's outreach programme by establishing links with local community groups, industries etc.

**ESSENTIAL CRITERIA:**

1. Primary degree in a related discipline plus: either have or be about to obtain a PhD in a related discipline or five years' relevant professional experience.
2. A publication record (or be about to publish) in peer reviewed journals / conference papers.
3. Scholarship interests that are sustainable and which complement or enhance research activities of School.
4. A minimum of 3 years scholarship / research experience in a relevant field.
5. Relevant teaching experience.
6. Ability to contribute to broader management and administrative processes.
7. High level of analytical capability.
8. Ability to communicate complex information clearly.
9. Effective interpersonal skills.
10. Engagement in continuous professional development.
11. Ability to assess and organise resources.

**DESIRABLE CRITERIA:**

1. PGCHET and/or membership of an appropriate professional and/or teaching body e.g. HEA.
2. Contributions to teaching in areas of cultural policy.