



## 1. Advertisement

**Post Title:** Lecturer in Filmmaking

**School/department:** School of Media, Arts & Humanities / Department of Creative & Critical Practice

**Hours:** Full time, or part time hours considered up to a maximum of 1.0 FTE

Requests for flexible working options will be considered (subject to business need).

**Contract:** fixed term until 31 August 2023

**Reference:** 8708

**Salary:** starting at £37,467 to £40,927 per annum, pro rata if part time

**Placed on:** 15 June 2022

**Closing date:** 01 July 2022 Applications must be received by midnight of the closing date.

**Expected interview date:** ASAP

**Expected start date:** 01 September 2022

We are looking for an outstanding candidate with expertise in filmmaking, with a focus on documentary film production, but an ability to teach across different genres.

The successful candidate will be expected to teach into our degrees in filmmaking and media production, and to engage in practice-focused scholarship in filmmaking.

Please contact Dr Christopher Brown, Head of Department of Creative & Critical Practice, at [C.R.Brown@sussex.ac.uk](mailto:C.R.Brown@sussex.ac.uk) for informal enquiries.

For full details and how to apply see our [vacancies page](#)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

## 2. The School / Division

Please find further information regarding the School of Media, Arts & Humanities at <https://www.sussex.ac.uk/schools/media-arts-humanities/>

### **3. Job Description**

Job Description for the post of: Lecturer in Filmmaking

**Department:** Creative & Critical Practice

**School:** Media, Arts & Humanities

**Location:** Falmer Campus

**Grade:** Lecturer A (Education Focused), Grade 7

**Responsible to:** Head of School

**Key contacts:** Students, other members of Faculty within the School and University, School Officers, academics in the field in other institutions.

**Role description:** Lecturer A (Education Focused) is an entry level teaching position. Post-holders will be expected to teach in a developing capacity. Post-holders will be expected to establish an education portfolio (scholarship).

#### **PRINCIPAL ACCOUNTABILITIES**

1. To deliver and contribute to the design of high-quality teaching programmes to attract students.
2. To contribute fully to the School and University by participating in meetings, working groups, committees and other School and University activities.

#### **KEY RESPONSIBILITIES**

##### **1. Teaching & Student Support**

- 1.1 Contribute to the planning, delivery and assessment of high-quality undergraduate and postgraduate teaching, in liaison with the relevant programme and course convenors.
- 1.2 Contribute to the development, design and management of courses and new curriculum proposals that are attractive to students.
- 1.3 Ensure that teaching content, methods of delivery and learning materials will meet the defined learning objectives, including the use of appropriate technology.
- 1.4 Set, mark, and assess coursework and examinations; select appropriate assessment instruments and assessment criteria; and provide constructive and comprehensive feedback to students.
- 1.5 Ensure that teaching materials remain up-to-date and relevant, incorporating advances in the subject area into the course of study.
- 1.6 Develop and maintain an understanding of appropriate pedagogy in the subject area and respond to challenges.

- 1.7 Supervise the work of undergraduate and taught postgraduate students, providing them with advice on study skills, projects, fieldwork and placements.
- 1.8 Undertake and complete administrative duties required in the professional delivery of teaching.
- 1.9 Make a significant contribution to the accreditation of courses and quality-control processes.
- 1.10 Undertake academic advising duties, and provide first-line support for sensitive issues, referring on as appropriate to services providing further assistance.
- 1.11 Adopt an approachable and accessible attitude towards students, offering office hours, informal advice etc.
- 1.12 Transfer knowledge in the form of practical skills, methods and techniques.
- 1.13 Supervise the work of students, provide advice on study skills and help them with learning problems.

## **2. Scholarship & Enterprise**

- 2.1 Individually or with colleagues, explore opportunities for enterprise activity, third stream income and/or consultancy.
- 2.2 Build internal contacts and participate in internal networks and relevant external networks in order to form relationships and collaborations.
- 2.3 Supervise doctoral students as part of a supervision team, as appropriate to the discipline.
- 2.4 Continually update knowledge and understanding in field or specialism, and engage in continuous professional development.
- 2.5 Translate knowledge of advances in the subject area into the course of study.
- 2.6 Undertake scholarship to inform education to ensure excellent learning experience for students.

## **3. Contribution to School & University**

- 3.1 Attend and contribute to School meetings.
- 3.2 Engage in activities beyond day-to-day teaching duties, for example Admissions Days.
- 3.3 Assist with undergraduate and postgraduate recruitment.
- 3.4 Participate in School or University working groups or committees, as required.

3.5 Undertake additional administrative duties, as required by the Head of School.

#### **4. Role-specific duties**

4.1 Convene, teach and assess filmmaking and media production modules on the following degrees: BA Filmmaking, MA Filmmaking, BA Media Production, and MA Media Practice for Development and Social Change.

4.2 Assist with the development of teaching materials, and the maintenance of the virtual learning environment (Canvas) used in teaching.

4.3 Supervise BA and MA filmmaking projects.

4.4 Engage in practice-focused scholarship in the field of filmmaking.

4.5 Contribute to the culture and activities of the Department of Creative & Critical Practice, for example through assisting with the organisation of, and participating in, events such as workshops, guest lectures, and degree shows.

4.6 Undertake administrative duties related to the post, to include module management, and supporting students through office hours and email.

This Job Description sets out current duties of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

#### **INDICATIVE PERFORMANCE CRITERIA**

1. High quality teaching performance across a range of teaching activities, at different levels (year 1 undergraduate to postgraduate) appropriate to the discipline; as evidenced by surveys, questionnaires and peer review.
2. Evidence of skill in assessment and feedback techniques, and using a range of methods for evaluating the effectiveness of teaching.
3. Demonstrable contribution to the planning and development of courses.
4. Delivering a teaching load in line with School expectations.
5. Evidence of applying knowledge arising from scholarship to enhance teaching practice.
6. Evidence of active engagement in advising students and proactively responding to problems experienced by students.
7. Completion, within a reasonable period of time, of a recognised higher education teaching qualification.
8. Efficient and effective contribution to academic support duties within the School or the University.
9. Initiating, developing or participating in links between the University and external bodies such as business and industry, the professions, community organisations and policy-makers.

10. Efficient and effective contribution to academic support duties within the School or the University.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. Normally educated to doctoral level, or other equivalent qualification, or appropriate level of experience, as appropriate to the discipline (see role-specific criteria below).
2. Excellent interpersonal skills, with the ability to engage with students using a variety of teaching methods.
3. Experience of teaching at undergraduate level.
4. Excellent presentation skills, with the ability to communicate effectively, both orally and in writing, with students, colleagues and external audiences.
5. Ability to work individually on own initiative and without close supervision, and as part of a team.
6. Ability to exercise a degree of innovation and creative problem-solving.
7. Excellent organisational and administrative skills.
8. Ability to prioritise and meet deadlines.
9. A willingness to participate in student support activities beyond required teaching duties.
10. Excellent IT skills, with the ability to produce high-quality, inclusive learning materials.

### **ESSENTIAL ROLE-SPECIFIC CRITERIA**

The candidate must be able to demonstrate:

1. Practical expertise in filmmaking, to include proficiency in the operation of camera, lighting, and sound recording equipment, and the use of post-production software.
2. Experience of making, or working on, documentary films.
3. Knowledge of the film industry and the different stages of film production.
4. Critical knowledge of the cultural, aesthetic, industrial, and political contexts that shape film production.
5. The ability to deliver high-quality teaching on a range of documentary filmmaking modules.
6. The ability to deliver high-quality teaching on other film and media production modules that do not focus primarily on documentary, for example, fiction filmmaking and screenwriting.

7. The ability to convene and manage modules, and to assess student coursework.

#### **DESIRABLE CRITERIA**

1. A recognised higher education teaching qualification.
2. Experience of teaching at postgraduate level.
3. Membership of professional body, if appropriate.
4. Emerging record of developing an education portfolio with some focus on scholarship.