

**Curriculum Coordinator**

**Full time (35 hours a week), salary in the region of £27,000 per annum**

**The National Film and Television School (NFTS)**

Beaconsfield

**JOB DESCRIPTION**

**Responsible to**: Assistant Curriculum Manager

**Purpose of the role:**

To act as Curriculum Co-ordinator, facilitating the smooth and efficient running of a range of NFTS courses.

**Core duties and responsibilities include but are not limited to:**

* Working closely with the Heads of Departments/Course Leaders and course tutors in planning the curriculum.
* Managing and updating the course google calendar, sharing curriculum event information with students, and providing organisational support in the co-ordinator’s areas of specialisation.
* Work closely with the Head/s of Department/Course Leader and Finance to maintain budgetary control, ensuring the department keeps within its financial limits.
* Booking of facilities and equipment.
* Booking of tutors, crew, cast, or other external staff, and preparing all relevant contract and payment paperwork.
* Supporting the admissions process, working with Registry as required.
* Where required and in discussion with Heads of Department/Course Leaders and tutors creating risk assessments for workshops and attending any health and safety training sessions required.
* Supporting the assessments process affecting modules/workshops, internal and external responsibilities.
* Working within a team environment in the Curriculum Office, to be aware of all other areas of the curriculum to enable the effective flow of information.
* Maintaining accurate planning documents, records and archive of all curriculum activities.
* Providing cover for other co-ordinators in their absence during periods of holiday, sickness and at lunch times.
* Assessing priorities and managing a heavy workload to ensure all deadlines are met.
* Managing re-organisation of course events when changes are necessary.
* Undertaking any other duties as may be reasonably required in the position.

**Person specification**

* Previous experience in and/or enthusiasm about film, television, games, animation or production, post production, development, or coordination.
* Excellent planning and organising skills, including the ability to order priorities and meet tight deadlines.
* Attention to detail.
* A practical hands-on approach to tasks.
* Strong IT skills.
* Ability to work within a small team.
* Ability to communicate clearly and confidently orally and in writing with a wide range of internal and external contacts.
* Strong interpersonal and relationship building skills with students and other stakeholders.
* An ability to contribute to an evolving curriculum.
* Ability to be flexible with working hours where required.