

**Curriculum Coordinator**

**Full time (35 hours a week), salary up to £27,000 per annum**

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

Beaconsfield

First established in 1971, the National Film and Television School (NFTS) has evolved to become a leading global institution, developing some of Britain and the world’s top creative talent in film, television and games. It is widely acknowledged to be the top school of its kind in the UK and one of the best internationally, being named as one of The Hollywood Reporter’s top international film schools for over a decade. The NFTS is a registered charity (313429).

We are currently recruiting for a **Curriculum Coordinator** to join the curriculum team, and help in facilitating the smooth and efficient running of a range of NFTS courses.

Curriculum Coordinators work closely with Heads of Departments/Course Leaders and tutors in planning the curriculum and providing the students with schedules. The successful candidate will enjoy working in a changing and varied environment, be well organised and able to handle regular, routine tasks. Industry experience would be advantageous as well as an interest in the creative industries. Flexibility, good oral and written communication skills and the ability to deal effectively with staff and students are essential.

Previous experience or an interest in Animation is desirable but not essential.

For further information about this role and information on how to apply please visit <https://www.nfts.co.uk/nfts-jobs>.

The closing date for applications will be **Sunday 27th October 2024.**

Interviews due to take place w/c 11th November.

Please note that we are unable to sponsor candidates for this role, so we are only able to accept applications from candidates who are able to demonstrate their right to live and work in the UK.  If you do not have the right to work in the UK, we will not be able to progress your application.

*At the NFTS, people are at the heart of what we do. We’re an inclusive employer and are committed to equality of opportunity, and building a culturally diverse workforce. We are committed to being an anti-racist organization and to increasing our representation of staff from Black, Asian and minority ethnic communities. We strongly encourage applications from all backgrounds.*

**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 Head of Department/Course Leader and course tutors in planning the curriculum.
* Producing and distributing schedules of activities for all curriculum events 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 repeated re-organisation of the same event by tutors in the same or different specialisations.
* 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 sports production, post production, development, or coordination.
* Excellent planning and organising skills, including the ability to order priorities and meet tight deadlines
* Attention to detail
* 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.