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**Dissertation Manager and Master's Project Supervisor**

**Responsible to**: Director of Curriculum

(Start date September 2025, Contract role approx. 70 days per year, to increase in the second cycle)

**Purpose of the role:**

The National Film and Television School (NFTS) is seeking a knowledgeable, organised and inspiring Dissertation Manager and Master's Project Supervisor to lead and support research projects across our diverse portfolio of Master's courses. This is a unique opportunity to contribute to one of the world’s leading film, television and games schools, working with emerging talent across a broad range of creative disciplines.

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

* Supervise research projects across the School, which include:
  + The Master’s Portfolio: a reflective and research-driven project rooted in the student’s own professional and creative practice.
  + The Dissertation: submitted either as a traditional written piece or a video essay.
* Act as the primary tutor for the Master’s Portfolio, delivering both group tutorials and one-to-one supervision across a range of film, TV, games, and production courses
* Demonstrate and guide students in applying appropriate research methods and maintaining high standards of research ethics.
* Serve as primary marker for the Master’s Portfolio, and act as second or third marker for Dissertations as required.
* Work with the Director of Curriculum to recruit, support, and manage a diverse team of dissertation and project tutors.
* Ensure tutors are regularly updated and consulted regarding the management and strategic direction of research work at the School
* Respond to queries from tutors and curriculum coordinators
* Work with the Director of Curriculum to oversee the day-to-day administration of the Master’s Portfolio and Dissertation, including extension requests, non-submissions, and pastoral concerns
* Actively research and recommend potential new tutors, with an emphasis on diversity, subject expertise, and future-proofing the academic team
* Ensure all student work is benchmarked against Level 7 of the Framework for Higher Education Qualifications (FHEQ)

**Person Specification**

**Essential:**

* Understanding of postgraduate-level academic research and supervision
* Understanding of the film, television, and games industries and how academic research can engage with professional practice
* Knowledge of research methods, academic writing, critical reflection, and contemporary debates in creative practice
* Ability to deliver academic and practice-based supervision effectively
* Strong organisational and interpersonal skills, with experience in managing teams and academic processes

**Desirable:**

* Experience of working with academic benchmarking, particularly against Level 7 of the FHEQ
* Experience with innovative and non-traditional research formats, including video essays
* Familiarity with academic regulations, ethical guidelines, and diversity & inclusion practices in Higher Education
* Track record of academic publication or creative research outputs