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**CURRICULUM CO-ORDINATOR**

 **Responsible to**: Assistant Curriculum Manager

**Purpose of the role:**

To act as Curriculum Co-ordinator, facilitating the smooth and efficient running of the Directing & Producing Television Entertainment MA. (Maternity Cover)

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

1. Working closely with the Head of Department and course tutor in planning the curriculum.

1. Producing and distributing schedules of activities for all curriculum events and providing organisational support in the co-ordinator’s areas of specialisation.
2. Work closely with the head/s of department and Curriculum Finance Manager to maintain budgetary control, ensuring the department keeps within its financial limits.
3. Booking equipment, props, scenery, stock, lockers, design materials, transport.
4. Preparing contracts for, and booking tutors, set dressers, actors and any other external staff needed for activities.

1. Supporting the admissions process, working with Registry as required.
2. Creating risk assessments for workshops and attending any health and safety training sessions required.
3. Supporting the assessments process affecting modules/workshops, internal and external responsibilities.
4. 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.
5. Maintaining accurate planning documents, records and archive of all curriculum activities.
6. Providing cover for other co-ordinators in their absence during periods of holiday, sickness and at lunch times.
7. Assessing priorities and managing a heavy workload to ensure all deadlines are met.
8. Managing repeated re-organisation of the same event by tutors in the same or different specialisations.
9. Undertaking any other duties as may be reasonably required in the position.

**Person specification**

* Previous experience in and enthusiasm about television production (beneficial but not essential), 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 and MA course