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**CURRICULUM COORDINATOR CERTIFICATE COURSES**

**Based at the National Film and Television School (NFTS) Beaconsfield  
Responsible to**: Assistant Curriculum Manager

**Full time, 35 hours per week, some evenings and weekends required, 12 month Fixed Term contract**

**Salary**: up to £27,000 per annum

# Purpose of the role:

To work flexibly as Curriculum Coordinator, facilitating the smooth and efficient running of a range of NFTS courses, which will include some evening and weekend working.

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

1. Working closely with Course Leaders and tutors in planning the curriculum.

1. Producing and distributing schedules of activities for all curriculum events and providing organisational support, including for online sessions and the Directors Workshop.
2. Work closely with the Course Leaders and Finance 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. Where required and in discussion with Course Leaders and tutors, 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 coordinators 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 film, television, games, animation or sports production, post production, development, or coordination.
* Excellent planning and organising skills, including the ability to manage own time, 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.