

HEAD OF DEPARTMENT – DOCUMENTARY

REPORTING TO: Director

Purpose of role:

The Head of Documentary post requires an experienced professional working in the film and television industry, ideally educated to Master's, level with a solid understanding, knowledge and practical experience of industry customs and practices and experience of teaching and learning.

The purpose of the role is to oversee the Masters course for students in Documentary.

As **Head of Documentary** you will:

1. Impart knowledge to and inspire the next generation of film and television-makers.
2. Be responsible for the development of the Documentary curriculum and teach a significant component of it whilst also overseeing the teaching in other specialist areas.
3. Take part in the selection of students to ensure the most talented students secure a place at the NFTS and that once selected they are supported academically and pastorally to succeed.
4. Monitor the work of each individual student and attend reviews and discussions to ensure students receive detailed and thorough feedback on all their work at each stage together with practical recommendations for how to improve.
5. Support the delivery of other courses related to entertainment provision delivered by the School (e.g the Female Self Shooters Course and SummerDocs etc).
6. Review the departmental budget with the School Management Accountant and maintain budgetary control, ensuring that the department keeps within its financial limits.
7. Play a leading role in ensuring students are well prepared for leaving the School by connecting them throughout their course with production companies, and other talent schemes.
8. Engage proactively with other departments, the Head of Production and the Post Production Supervisor to ensure films are delivered safely and on schedule and budget.

9. Engage proactively with the School Marketing department to promote the subject area and to answer the questions of prospective students through open days, outreach events, taster days etc.
10. Take an active part in recruiting, training and mentoring visiting tutors, ensuring that they are familiar with the School's policies and practices.

PERSON SPECIFICATION

This post requires an experienced film and/or television professional preferably educated to Master's level with solid understanding, knowledge and practical experience of the industry.

An essential quality is the ability to recognise and foster potential talent, whilst also ensuring students reach the academic, technical and professional standards required of them.

You should also have the ability to engage with the other departments of the NFTS.

Heads of Department need to be adept at running their area smoothly and efficiently

Heads of Department are expected to inspire enthusiasm amongst the students and staff for whom they are responsible.

Good interpersonal skills are essential.