

**HEAD OF DEPARTMENT – SEAN CONNERY TALENT LAB**

**JOB DESCRIPTION**

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**REPORTING TO:** **HEAD OF NFTS SCOTLAND**

**Purpose of role**:

The Head of the Sean Connery Talent Lab post requires an experienced Producer, Executive or Industry Leader working in the film and television industry with a solid understanding, knowledge and practical experience of industry protocols and practices, and experience of teaching and learning.

The purpose of the role is to oversee the Sean Connery Talent Lab programme for students and to support the School’s work in delivering related Talent Schemes in Scotland.

As **Head of Department - Sean Connery Talent Lab** you will:

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| 1. Lead the Talent Lab to create a positive culture, and opportunities for the students to thrive. |
| 1. Share your expertise with, and inspire, the next generation of producers. |
| 1. Teach on the Talent Lab providing tutorial support to students and overseeing the teaching in other specialist areas. |
| 1. Engage in ongoing processes of curriculum review and development to ensure the currency and relevance of the programme. |
| 1. Play a key role in the selection of students to ensure the most talented students secure a place at the NFTS and on the Talent Lab. |
| 1. Monitor the work of each individual student, attending reviews and discussions to make sure participants receive rigorous constructive feedback on all their work at each stage. |
| 1. Support and help oversee the delivery of other provision delivered by the School in Scotland. |
| 1. Review the departmental budget with the School Management Accountant and maintain budgetary control, ensuring that the department keeps within its financial limits. |
| 1. Play a leading role in ensuring students are well prepared for leaving the School by connecting them throughout their course with professional directors, production companies, agents and other talent schemes. |
| 1. Engage proactively with NFTS Scotland team and the wider School to ensure films are delivered safely and on schedule and budget. |
| 1. Engage proactively with the School Marketing department to promote the Talent Lab and NFTS Scotland more broadly and to answer the questions of prospective students through open days, outreach events, taster days etc. |
| 1. Take an active part in recruiting and developing visiting tutors, keeping up-to-date lists, and ensuring the quality and relevance of their contributions. |
| 1. Take part in continuing professional development as an educator and practitioner. |

**PERSON SPECIFICATION**

This post requires an experienced film and/or television professional with solid understanding, knowledge and practical experience of the industry. You must have:

* The ability to recognise and foster potential talent, whilst also ensuring students reach the technical and professional standards required of them.
* A good understanding of teaching and learning.
* The ability to engage positively with the other departments of the NFTS
* Excellent organizational and management skills.
* The ability to inspire enthusiasm amongst students and staff.
* Excellent interpersonal skills.