

## Specialist Tutor - Digital and Recorded Media

Start Date	August 2024
Employment Type	Full Time - Permanent
Closing date for applications	

### Scope of the Job

Reporting to:	Lead Tutor of Digital and Recorded Media and Programme Leader – BA Acting
Works Closely with:	Programme Leader – BA Acting, Musical Theatre, Dance, Production Arts and Postgraduate studies.

### Job Purpose

The Sharjah Performing Arts Academy (SPAA) invites applications for the **Specialist Tutor position (Digital and Recorded Media)**, an exciting opportunity to teach an extensive range of creative and technical skills in film, television, audio, and post-production within digital and recorded media. Working alongside the Lead Tutor (Digital and Recorded Media) and the Programme Leader (Acting), this position contributes to the Bachelor's of Arts (BA) programmes in Acting, Musical Theatre, Production Arts, and the Dance diploma to enhance students learning experiences through expert guidance and instruction.

### Duties and Responsibilities

Under the supervision of the Lead Tutor for Digital and Recorded Media and the Programme Leader for BA Acting, the **Specialist Tutor position (Digital and Recorded Media)** position entails the following duties and responsibilities, to:

- Provide a high-quality learning environment in order to develop student potential within the Academy.
- Direct and fully realise digital and recorded media projects and productions to professional industry standards.
- Plan, develop, and lead programme classes and studio activities, while also assessing student performance.
- Perform a diverse range of creative and technical tasks in film, television, and audio production, as well as post-production, within a dynamic conservatoire setting.
- Provide technical support for digital and recorded media classes, as well as projects and productions focusing on digital media within the Academy's bachelor and diploma programmes. This may include but is not limited to supporting a range of classes in Acting for the Digital Space and projects in Film, TV, Commercials, Presenting, Children's TV, Voice-Over, and Audio Drama.

- Offer expert technical guidance and support, including equipment training and oversight, for digital and recorded media resources and facilities.

***Additionally, the successful candidate will:***

- Possess the ability to create and edit Show Reels and Voice Reels.
- Have the skills to operate production equipment, such as Blackmagic cameras, and manage basic editing, sound, and recording tools.
- Assume responsibilities in performing administrative tasks related to the role promptly and professionally, upholding the standards expected of a higher education institution.
- Actively support and participate in outreach and development initiatives aimed at serving the local, regional, and international communities.
- Collaborate as a team member to deliver professional training and education in the performing arts.
- This job description does not cover every task that an employee in this position may be required to perform and on occasion, employees may be asked to undertake other reasonable tasks pertinent to their roles as needed.

## Knowledge and Experience

### **Essential to the position:**

- Capable of designing and directing creative digital and recorded media training, projects and productions to a professional industry standard.
- Strong commitment to professional standards and excellence within education-centred practice.
- Expertise in operating camera, lighting, and audio equipment.
- Exceptional communication skills.
- Strong organisational skills including time management and the ability to prioritise tasks.
- Ability to work with faculty, staff and students from diverse cultural and global majority backgrounds.
- Advanced interpersonal skills, such as tact, cross-cultural diplomacy, emotional intelligence, and cultural sensitivity.
- A strong working knowledge and operational experience of Davinci Resolve & Adobe Premiere Pro.
- In-depth knowledge and expertise in accurately configuring Blackmagic Design cameras.
- A strong working knowledge of field audio recorders/mixers/microphones including Zoom and Rode.
- A wide and demonstrable understanding of the professional creative digital and recorded media industries.
- Proven and verifiable experience working in a relevant professional industry or education setting.
- Accustomed to working with different digital video formats and codecs.
- A degree-level qualification or significant equivalent experience demonstrated through industry or professional practice.
- Must be willing to relocate to the United Arab Emirates.

### Desirable to the position:

- Professional experience of digital film and audio editing and mixing, file management, post-production workflow and output for a range of formats and media.
- An understanding of Pro Tools or other DAWs.
- Knowledge of operating multi-camera TV studio and gallery equipment.
- Experience in production design activities.
- Master's Degree qualification.
- Teaching qualification.

### Context

**Sharjah Performing Arts Academy (SPAA)** is an independent Academy established by His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi, Ruler of Sharjah, to address a growing demand in the UAE and MENA region for formal education and quality professional training in the performing arts sector. SPAA is the only performing arts conservatoire in the Middle East and North Africa region, offering undergraduate and graduate degree programmes taught in English. The purpose-built Academy includes a 432-seat theatre, two fully equipped studio performance spaces, TV/recording studios, twelve sprung rehearsal studios, 12 singing tutorial spaces, resource library, gymnasium and cafe.

**Sharjah Performing Arts Academy** specialises in training graduates for work in the international professional performing arts industry. The SPAA faculty are highly experienced practitioners within their respective fields. The focus of the Academy is practical rather than academic. The Academy's primary goal is to equip graduates with the highest level of practical skills in their field, along with the tools necessary for successfully creating their own work or practice.

### Salaries and Benefits

Salaries in the UAE are tax-free and disbursed monthly in United Arab Emirates dirhams. Faculty members receive a competitive benefits package that includes: accommodation, private medical insurance, and a residency visa, which extends to cover dependent family members. The Academy will cover the cost of education expenses for eligible dependent children under the age of 18.

Employees and eligible dependents are entitled to an annual return ticket to their home country.

### Additional Information

- The individual in this position is responsible for ensuring compliance with all SPAA policies and procedures, including the Workplace Health and Safety and Confidentiality policies.
- This position is full-time based at **Sharjah Performing Arts Academy**, University City, Sharjah, United Arab Emirates.
- The **Faculty Handbook** is an important resource and sets out the expectations and conditions of employment. Prospective candidates for this position can request the Faculty Handbook, which will be sent to them via email.

Academy President

**His Highness Sheikh Dr. Sultan bin Muhammad Al Qasimi**

Member Of The Supreme Council & Ruler Of Sharjah



## How to Apply

Please forward a maximum two (2) page **cover letter** and current **CV** to [careers@spaa.ae](mailto:careers@spaa.ae). Please place 'Specialist Tutor – Digital and Recorded Media 2024' in the email subject line.

*(Applicants should ensure that their cover letter explicitly discusses the required qualifications detailed in this job description for this position)*

**For any further information please email:** [careers@spaa.ae](mailto:careers@spaa.ae)

**Note:** Candidates offered positions at Sharjah Performing Arts Academy are required to undergo a comprehensive background screening and police check, prior to finalising their employment.

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