

Lecturer, Screen Production

Kaupapa | Purpose

To deliver the Bachelor of Creative Practice components of Screen production including script writing, pre-production set up, documentary and live TV.

Reports to: Head of School, IDEAschool

Team: IDEAschool

Remuneration: Academic Staff Member (ASM)

Date: April 2024

Ngā Hononga Mahi | Working relationships

Internal: Faculty Dean, Head of School, Faculty Administration Manager, Programme Coordinator, Research and Innovation Centre staff, marketing and student support staff, lecturers in IDEAschool, other staff, programme cluster committees

External: Students, professional bodies, industry contacts

Resource delegations and responsibilities:

Financial: As required.

People: None.

Ngā mahi | Do

LECTURER

Support students in:

- Mastering project work in the Screen production area of the Bachelor of Creative Practice
- Documentary preproduction and preparation for filming in documentary and live TV environments
- The fundamental elements of research for script writing and academic written work.

CURRICULUM DEVELOPMENT

- Coordinate the planning, delivery, evaluation and on-going development of the programme.

- Network with external agencies relevant to the programme delivered.
- Provide leadership in the area of curriculum development to ensure course materials are of a high standard.
- Actively participate in the ongoing development of course materials, new courses and programmes within the IDEASchool as negotiated.
- Participate in the compilation of Programme Annual Reports and other documentation required for the EIT academic and accreditation requirements and external monitoring agencies.

RESEARCH

- Build and maintain a research portfolio that contributes to the reputation of EIT and IDEASchool.
- Participate in the promotion of EIT's Research and Innovation Centre.
- Actively participate in the ongoing development of research capability and collaboration in IDEASchool.
- Identify opportunities for collaboration with external organisations and tertiary institutes locally and internationally as relevant.

STUDENT LEARNING, ASSESSMENT AND EVALUATION

- Provide clearly defined learning objectives and learning outcomes.
- Regularly review and revise subject matter, teaching content and process relative to changing environments.
- Effectively facilitate the learning process through a wide variety of experiences and activities by encouraging students to participate in and accept responsibility for their own learning.
- Maintain professional standards of practice and act as a role model.
- Be committed to and have an understanding of 21st Century learning and teaching strategies. This includes blended/flexible delivery modes and the role of educational technologies in delivering and facilitating learning and teaching.
- Facilitate support and liaise with student support services.
- Undertake effective, valid and reliable evaluation of students and programmes.
- Assess performance of students and give appropriate feedback.
- Monitor and review assessment and evaluation processes in line with academic regulations.
- Undertake internal and external moderation of assessment.
- Maintain full and accurate student records.

PROFESSIONAL DEVELOPMENT

- Keep up to date with social, professional and technical developments relevant to teaching topics through community and/or industry contact, reading and where possible attend appropriate courses / conferences.
- Participate in relevant professional groups.
- Maintain own training and development plan with Head of School arising out of the performance appraisal process.

COMMUNICATION AND TEAM BUILDING

- Meet regularly with the programme coordinator and teaching team within the School.

- Attend institute, faculty, school meetings and relevant advisory meetings.
- Maintain professional liaison with Marketing staff, International Office and Student support staff.
- Develop and maintain professional networks, and liaise with relevant individuals and groups in the community.

PLANNING

- Prepare annual plan, weekly and daily plans as required to effectively teach the assigned classes and monitor progress against these.
- Plan to continually improve teaching and learning strategies, including evaluation action plans, recording of results and pastoral student care.

SCHOOL SERVICE STANDARDS AND SUPPORT

- Manage delivery of courses relevant to teaching areas.
- Teach, assess, evaluate and research to the standards set in faculty policies and the institute's quality management system.
- Assist Head of School and Programme Coordinator to ensure all courses meet Academic requirements.

MARKETING

- Build and maintain strong industry relationships to enhance student recruitment opportunities.
- Assist in the promotion and marketing of the courses and programmes at EIT.
- Identify new course developments and markets in consultation with programme coordinator, Head of School and marketing section.

GENERAL

- Comply with all relevant EIT policies and procedures
- Contribute to a safe work environment through compliance with Health, Safety and Wellbeing policy and procedures.
- Undertake additional responsibilities and tasks relevant to this position as requested by the position manager.

Demonstrate commitment to:

Te Tiriti o Waitangi. Through our developing understanding of our obligations and our connection with Te Tiriti o Waitangi as both individuals and as an organisation.

Ākonga at the Centre. Through prioritising the experience, wellbeing, and success of our ākonga in our decision-making process.

Equity. Through recognition, empowerment, and inclusion we can give greater acknowledgement of the unmet needs of Māori, Pacific and disabled ākonga and their whānau.

Vocational Education and Training Excellence. Through quality provision for all ākonga, meeting the regional needs of employers and communities.

QUALIFICATIONS

- Relevant qualification to Degree level. **Essential**
- Master qualification. **Desired**

KNOWLEDGE AND EXPERIENCE

- Extensive experience in teaching script writing and screen preproduction to degree level. **Essential**
- Extensive knowledge and experience in using screen processes technology. **Essential**
- Previous experience teaching degrees via project-based learning. **Desired**
- Experience in screen production curriculum development. **Desired**

SKILLS

- Research active. **Essential**
- Well-developed teaching skills. **Essential**
- Well-developed oral, written, interpersonal and leadership skills. **Essential**
- Proven ability to plan and meet deadlines. **Essential**
- Excellent organisational and administrative skills. **Essential**
- Able to work effectively in a team environment.

Waiaro | Be

Authentic and Inclusive: Promote an environment of inclusion and authenticity, where all contributions are valued. Be courageous disrupt inequities for all, including Māori, Pacific and disabled peoples. Hold the conviction that meaningful partnerships with Māori/iwi will contribute to progress for all.

Connected: Integrate waiora-sustainable thinking into your everyday mahi, meeting the needs of the present, without compromising our ability to meet our needs for the future.

Collective: Maintain a focus on results and delivery to build a sustainable, world class, vocational education and training network. Lean into transformation, challenge the status quo and choose courage over comfort to create better results for EIT Te Pūkenga, employers, ākonga and their whānau.

Self-Awareness: Accept change with confidence, understanding how to create the conditions you and others need to thrive. Demonstrate humility, be reflective and self-aware, always seeking to grow personally.

Ako: Hold lifelong learning as vital in connection, hauora, and continuous improvement both personally and professionally. No matter your role, recognise your mahi contributes to making a positive difference for our ākonga and their whānau, and their ability to create thriving communities. Recognise Te Tiriti o Waitangi as a powerful mechanism for taking positive action in Aotearoa, and a pathway to achieve equity for all.

Mana tāngata: Contribute to a connected, creative, compassionate workplace, where teams are committed to growth, learning and achieving our shared purpose. Contribute to maintaining a safe environment for learning and development, in all you do, including Te Tiriti, equity, academic and professional excellence. Recognise kaimahi and whānau wellbeing are interconnected, when we support personal and professional growth we contribute to Te Oranga/participation in society.