

Programmes & Recruitment Manager

Detailed Job Description

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| Job Title: | Programmes & Recruitment Manager |
| Salary: | £45,000 - £45,000 |
| Location: | London, Oxford (4-5 weeks a year), some remote working at certain times of the year. |
| Reporting to | The Dean |
| Responsible for | Administrative & Media Assistant |

Purpose of the job

To convene and ensure the smooth running of BADA's programmes and to increase the organisation's recruitment reach and enrolment potential.

Duties and Responsibilities

The duties and responsibilities of the Programmes & Recruitment Manager are varied and wide-ranging and include but are not limited to:

Programme Management

- Prepare programme budgets under the guidance of the Finance Director
- Line management of Administrative & Media Assistant
- Assist the Dean in the day-to-day running of all programmes
- Set up Oxford programmes; liaise with Magdalen College and other College(s) as necessary
- Live in college full time at Oxford for the (overlapping) four-and-a-half weeks of the Oxford summer programmes

Recruitment

- Liaise with London Theatre Program scholarship stakeholders and manage admissions
- Research and liaise on partner colleges, developing a wider network of college relationships and active recruitment pool
- Co-ordinate recruitment, assisting the Dean in developing strategic recruitment priorities across all programmes
- Co-ordinate in-person and online audition schedules
- Assist in arranging visits of US stakeholders
- Liaise with Sarah Lawrence College
- Liaise with US staff, colleges and faculty

Programme Staffing – Faculty & Masterclasses

- Undertake Faculty / Masterclass availability checks
- Book Faculty / Masterclass Leaders and attendance at Masterclasses
- Issue reference requests for all new faculty to be contracted
- Provide all faculty contracted for BADA programmes with a contract which specifies the programme for which they are contracted, the duration of their contract and their fee

- Provide all professionals contracted for masterclasses and Q&As with an appropriate letter of appointment confirming date, time and fee
- Faculty administration and communication (hours / schedules / gathering SCR documents)
- Participate in and, where required, minute meetings – students; faculty; production

Timetabling

- Book external space and rooming allocation
- Undertake timetable adjustment to existing courses as needed
- Undertake timetable design for new courses
- Co-ordinate external space hire together with Buildings & Compliance Manager
- Schedule Theatre Trips

Ancillary tasks

- Assist the Dean in programme and production planning
- Lead on welcome packs for students and faculty
- Lead on preparation and sending of student documentation including visa documentation for UK entry. Ensure UKVI compliance
- Liaise with creative and production teams
- Liaise with Dean and faculty to arrange theatre trips
- Accompany student theatre excursions where required
- Liaise with external venues (Magdalen, Greek venues)
- Student Productions – work with Programmes Support & Student Welfare Officer and other team members to ensure staffing for front of house and the production of programmes and tickets
- Co-ordinate student grades and upload them for colleges
- Undertake library management

Admissions for early summer intensives

- Confirm receipt of application materials and/or contact applicants over missing application components
- Support Course Directors during application, review, and offer process
- Share admissions decisions and financial aid awards with applicants
- Manage participant registrations and payments
- Ensure the support of all programmes as required, working closely with Course Directors

Any other duties reasonably required by the organisation

Essential Experience

- Minimum of 2 years' experience of managing academic programmes at higher education level
- Minimum 2 years' experience of international student recruitment

Desirable Experience

- Line management experience

Essential Skills, Knowledge and Attributes

- Excellent attention to detail and problem-solving skills
- Ability to meet deadlines
- Ability to work independently and collaboratively
- Ability to multitask
- Excellent time management skills
- Excellent interpersonal, listening and communication skills, both orally and in writing

IT/Training

- Confident with general IT tasks and good working knowledge of standard Microsoft software
- Database experience desirable
- Willingness to undertake further training as required

Personal qualities

- High level of personal integrity, absolute trustworthiness and ability to observe confidentiality
- Calm, professional and approachable manner
- Ability to work under pressure whilst managing a potentially unpredictable workload
- Self-motivated and flexible team player who enjoys being part of a small team in a busy, creative student-focussed environment

Desirable

- A keen interest in theatre

Working Hours

- Full time, 5 days a week
- Willingness to work occasional evenings to attend student or recruitment events

BADA is a well-established, small, rigorous and inclusive theatre training community. All staff are expected to work together in a positive and collaborative spirit, and to share a deep commitment to our vision to enable US and other international students to participate fully in our courses, irrespective of barriers they may face linked to ethnicity, class, disability, gender, sexuality, socio-economic status or any other disadvantaged characteristic.

Candidates must have the unrestricted right to live and work in the UK.