

## LINCOLN COLLEGE JOB DESCRIPTION

<b>Post Title:</b>	Lecturer in Events Management in Performing Arts	<b>Post Number:</b>	LC1369P
<b>Daily Supervision:</b>	Curriculum Lead in Performing Arts and Media and Hospitality	<b>Grade:</b>	Lecturer 1-4
<b>Department:</b>	Assistant Principal HEART, Health and Care	<b>Last Updated:</b>	May 2025

### Our Purpose:

To be an extraordinary employer-led organisation; producing a highly skilled and productive local workforce.

### Our Mindset:



### Job Purpose:

To provide the highest quality educational experience in Events management within the Performing Arts sector, across a range of programmes. To contribute to the positioning the course as the premier local choice for students looking to develop a career in the popular events industry. The post is based at the Lincoln College Campus.

## PRINCIPAL DUTIES AND RESPONSIBILITIES:

1. To contribute to teaching across the Events management programme, housed within the Performing Arts sector.
2. Deliver high-quality lessons, workshops, and practical sessions for students on the Events Management course.
3. To contribute to the development of Events management programmes, skills, and content to meet the needs of employment in the events industry.
4. Design creative and practical assessments that reflect real-world scenarios in events management.
5. To liaise with industry professionals to develop work-related experiences and enrichment for learners.
6. Build relationships with local industry professionals to support learning opportunities such as guest speakers, site visits, and work placements.
7. Stay up-to-date with trends and best practices in the events industry.
8. To liaise with schools, parents, universities and / or employers as appropriate, to optimise student engagement and achievement rates.
9. To contribute to the process of promoting programmes and the recruitment/ selection of students.
10. To maintain learning, assessment and teaching quality through critical self-reflection and collegial activity.
11. To collaborate with other teams and programmes in the production of student work and performances.
12. To promote the development of English and maths skills within programmes of study.
13. To liaise with awarding bodies and external examiners / verifiers as necessary.
14. To accept responsibility for the implementation of the College's Equal Opportunities policy throughout all personal contacts in the College and within this area of responsibility.
15. To maintain professional standards and expertise by undertaking relevant professional development, including ensuring that knowledge regarding changes to relevant legislation is kept up to date.
16. To maintain quality standards appropriate to the post.
17. To conform with the Health and Safety requirements relevant to the post.
18. To be responsible for the safeguarding and promoting the welfare of children wherever applicable within the role.

**N.B. This is not a complete statement of all duties and responsibilities of this post. The postholder may be required to carry out other lawful and reasonable duties as directed by a supervising manager.**



## PERSON SPECIFICATION

	Knowledge	PSM
1	Honours degree in an Events management related subject	A/I
2	Certificate in Education, PGCE or equivalent or the ability and willingness to obtain a level 4 professional teaching qualification within 2 years of commencing employment (4 Years for fractional posts)	A/I
3	Knowledge of aspects of Performing Arts production.	A/I

	Skills/Abilities – Interpersonal	PSM
4	The ability to teach and manage learning across a range of programmes related to Events management.	A/I/T
5	The ability to communicate effectively to a wide range of people.	A/I/T
6	Good presentation skills.	A/I/T
7	The ability to respond to individual learning needs.	A/I/T
8	The ability to work in a non-discriminatory manner.	A/I
9	The ability to work as part of a team.	A/I

	Experience	PSM
10	Proven competence of teaching on further education performing arts or events management related programmes.	A/I
12	Experience in planning and delivering successful events, such as corporate functions, parties, and weddings.	A/I
13	Demonstratable industry specific experience relating to Events management within the performing arts sector.	A/I

	Work Related Circumstances	PSM
14	The ability and willingness to undertake relevant staff development.	A/I
15	Willingness to work at times outside college calendar / day.	A/I

	Skills/Abilities - Other	PSM
16	Good organisational / planning skills.	A/I/T
17	Appropriate level of IT skills to undertake relevant duties i.e. use of Microsoft Office and media Industry software or the willingness and ability to undertake relevant training.	A/I/T
18	Responsibility for safeguarding and promoting the welfare of children wherever applicable.	A/I
19	Ability to drive, and willingness to use a college vehicle to transport students to events that have been planned.	

<b>Prepared By:</b>	Steve Horsfield Assistant Principal HEART, Health and Care
<b>Date:</b>	May 2025

Proposed Selection Method Key (PSM)		
A = Application	I = Interview	T = Test

