



## POSITION DESCRIPTION

**Victorian College of the Arts**  
Faculty of Fine Arts and Music

### Lecturer in Design and Production

<b>POSITION NO</b>	0062457, 0062458
<b>CLASSIFICATION</b>	Lecturer - Level B
<b>SALARY</b>	Level B \$119,231 - \$141,581 (pro rata for part-time)
<b>SUPERANNUATION</b>	Employer contribution of 17%
<b>WORKING HOURS</b>	Part-time (0.5 FTE)
<b>BASIS OF EMPLOYMENT</b>	Continuing <b>Education Focus</b>
<b>OTHER BENEFITS</b>	<a href="https://about.unimelb.edu.au/careers/staff-benefits">https://about.unimelb.edu.au/careers/staff-benefits</a>
<b>HOW TO APPLY</b>	Online applications are preferred. Go to <a href="http://about.unimelb.edu.au/careers">http://about.unimelb.edu.au/careers</a> , select the relevant option ('Current Opportunities' or 'Jobs available to current staff'), then find the position by title or number.
<b>CONTACT FOR ENQUIRIES ONLY</b>	<b>Anna Cordingley</b> Email <a href="mailto:cordingley.a@unimelb.edu.au">cordingley.a@unimelb.edu.au</a> <i>Please do not send your application to this contact</i>

For information about working for the University of Melbourne, visit our website:  
[about.unimelb.edu.au/careers](http://about.unimelb.edu.au/careers)

## ***Acknowledgement of Country***

The University of Melbourne acknowledges the Traditional Owners of the unceded land on which we work, learn and live: the Wurundjeri Woi Wurrung and Bunurong peoples (Burnley, Fishermans Bend, Parkville, Southbank and Werribee campuses), the Yorta Yorta Nation (Dookie and Shepparton campuses), and the Dja Dja Wurrung people (Creswick campus).

The University also acknowledges and is grateful to the Traditional Owners, Elders and Knowledge Holders of all Indigenous nations and clans who have been instrumental in our reconciliation journey.

We recognise the unique place held by Aboriginal and Torres Strait Islander peoples as the original owners and custodians of the lands and waterways across the Australian continent, with histories of continuous connection dating back more than 60,000 years. We also acknowledge their enduring cultural practices of caring for Country.

We pay respect to Elders past, present and future, and acknowledge the importance of Indigenous knowledge in the Academy. As a community of researchers, teachers, professional staff and students we are privileged to work and learn every day with Indigenous colleagues and partners.

## ***Position Summary***

The VCA is seeking an academic to provide artistic and pedagogical experience as a Lecturer in Design and Production - in the area of performance design (drama, dance, music theatre and opera) and specifically sound design, also with an interest in curriculum development in the area of Design in the broadest sense. Depending on their area of expertise, the appointee will be required to teach into the appropriate programmes delivered by Design and Production including the Bachelor of Design, the Bachelor of Fine Arts (Production) and the Master of Design and Production.

The Bachelor of Design is delivered collaboratively by the faculties of Fine Arts and Music, Architecture, Building and Planning and Engineering and Information Technology within the University of Melbourne. The Bachelor of Fine Arts (Production) and the Master of Design and Production are both degrees delivered entirely by the VCA in the Faculty of Fine Arts and Music.

The appointee will be a well-respected design professional and experienced academic with the vision and capacity to help shape and build the teaching, learning and research within the VCA and across the design programs of the University.

The appointee will be expected to promote artistic practice and teaching collaboration within the VCA and the University and external organisations at state and national, and international levels. This position will contribute significantly to teaching and supervisory excellence at both undergraduate and postgraduate levels. The appointee will be involved in course development, design and the delivery and maintenance of a high-quality teaching program and may take a leading role in their area of expertise.

## **1. Key Responsibilities**

### **1.1 TEACHING AND LEARNING**

- Develop and maintain professionally relevant, high-quality curricula, course, and subject material in the discipline area in consultation with appropriate staff and Head of Discipline.
- Effectively prepare and deliver workshops, lectures, tutorials and/or seminars at undergraduate and postgraduate levels to a high standard and achieving high levels of student satisfaction and student achievement.
- Initiation and development of high-quality subject materials.
- Effectively supervise and mentor students undertaking curricula and extra-curricula activity.
- Undertake subject and/or course-level coordination and associated administrative tasks.
- Undertake consultation with students and marking and assessment as appropriate.
- Contribute to curriculum development with appropriate consultation with other members of the discipline group.
- Develop learning materials including online delivery and innovative teaching methodologies and resources.
- Analyse learning needs of students and identify appropriate and effective approaches to teaching.
- Develop ways to improve practice by obtaining and analysing feedback.
- Develop formative and summative assessments appropriately linked to learning goals and in relation to subject aims and learning outcomes.
- Embed reflective practice within all aspects of teaching.
- Effectively manage and coordinate casual staff members.
- Maintain currency with the latest ideas in the discipline for teaching the discipline.
- Develop and supervise Breadth subjects, where appropriate.

### **1.2 RESEARCH**

- Deliver research-informed teaching by keeping up to date with pedagogical research and debates within the discipline.
- Contribute to the artistic research programs of the VCA and be actively involved in professional development activity.
- Seek and maximise collaborative opportunities across the VCA and the University.

### **1.3 ENGAGEMENT**

- Participate and provide leadership in the professional arts sector, particularly in relation to professional practice in relevant fields.
- Effectively liaise with external industry networks to foster collaborative relationships.
- Contribute to developing links with the profession and other universities, both nationally and internationally, to support best practice teaching and learning within the discipline.

### **1.4 LEADERSHIP AND SERVICE**

- Active participation in outreach activities related to teaching and learning, with attention to the Faculty's Widening Participation initiatives and Diversity & Inclusion Action Plans, e.g., schools' outreach program and first year Orientation.
- Attendance at conferences related to teaching and learning and incorporate those learnings into practice.
- Contribution to the intellectual debate within the Faculty and also within the profession and discipline.
- Active contribution to discipline and/or faculty meetings and undertake coordination of subjects and courses as required and commensurate with the academic level of Lecturer.
- Participation in program planning and delivery within budget and in alignment with the VCA and Faculty's Vision, Purpose, and Strategic Business Plans.
- Occupational Health and Safety (OH&S) and Environmental Health and Safety (EH&S) responsibilities as outlined in section 4.

## **2. Selection Criteria**

### **2.1 ESSENTIAL**

- A degree in a related field
- Demonstrated management skills, including inclusive decision making, sound knowledge of planning, budgeting and resource management and experience successfully align resources with the strategic goals of Design and Production and Faculty.
- Demonstrated strong commitment to the importance of teaching at all levels in higher education and to innovation in curriculum design and teaching methods, together with a distinguished personal contribution to teaching.
- A good working knowledge of the relevant University policies and procedures and terminology related to student matters and ability to act in accordance with policy related to staff and students, especially when related to curriculum and wellbeing, is required.
- Scholarship and practice/research of national and international standing in sound design and/or technical implementation, with a demonstrated working knowledge of sound design processes for live performance. This could include design techniques, composition skills, sound system design and implementation, audio engineering and balancing.
- Demonstrated ability to provide leadership in fostering excellence in scholarship, in promoting research and research policy and in encouraging and developing research training.
- Evidence of capacity to successfully develop and implement strategies/initiatives in support of discipline priorities and targets, particularly in relation to undergraduate and graduate recruitment, research and research training, engagement (e.g. develop partnerships, digital learning, revenue growth and cost containment strategies, etc)
- Evidence of capacity to successfully promote and represent a discipline, the VCA or Faculty within the University and externally.
- Evidence of capacity to provide leadership and engagement in wider community affairs, industry engagement and partnerships, particularly those related to the discipline's research and teaching programs.
- Demonstrated strategies and skills for effective communication and collaboration.

- Evidence of capacity to effectively manage and supervise staff, including developing high performance and supporting career development.
- Demonstrated capacity for active engagement with the VCA, Faculty and University planning processes and initiatives.

## 2.2 DESIRABLE

- A PhD, Doctorate or equivalent professional practice as determined by the selection committee.

## 2.3 OTHER JOB-RELATED INFORMATION

- This position requires the incumbent to hold a current and valid Working with Children Check.
- Teaching load will not be evenly distributed across the semesters; therefore, flexibility is a requirement of this role.
- Work out of ordinary hours and travel may be a requirement.

## 3. *Equal Opportunity, Diversity, and Inclusion*

The University is an equal opportunity employer and is committed to providing a workplace free from all forms of unlawful discrimination, harassment, bullying, vilification, and victimisation. The University makes decisions on employment, promotion, and reward on the basis of merit.

The University is committed to all aspects of equal opportunity, diversity, and inclusion in the workplace and to providing all staff, students, contractors, honorary appointees, volunteers and visitors with a safe, respectful and rewarding environment free from all forms of unlawful discrimination, harassment, vilification and victimisation. This commitment is set out in the Advancing Melbourne strategy that addresses diversity and inclusion, equal employment opportunity, discrimination, sexual harassment, bullying and appropriate workplace behaviour. All staff are required to comply with all University policies.

The University values diversity because we recognise that the differences in our people's age, race, ethnicity, culture, gender, nationality, sexual orientation, physical ability, and background bring richness to our work environment. Consequently, the People Strategy sets out the strategic aim to drive diversity and inclusion across the University to create an environment where the compounding benefits of a diverse workforce are recognised as vital in our continuous desire to strive for excellence and reach the targets of Advancing Melbourne.

## 4. *Occupational Health and Safety (OHS)*

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

OHS responsibilities applicable to positions are published at:

<https://safety.unimelb.edu.au/people/community/responsibilities-of-personnel>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Personnel.

## 5. Other Information

### 5.1 VICTORIAN COLLEGE OF THE ARTS

Further information about the Victorian College of the Arts can be found at:

<https://finearts-music.unimelb.edu.au/about-us/vca>

### 5.2 FACULTY OF FINE ARTS AND MUSIC

Further information on the Faculty of Fine Arts and Music can be found at:

<https://finearts-music.unimelb.edu.au/>

### 5.3 THE UNIVERSITY OF MELBOURNE

Established in 1853, the University of Melbourne is a leading international university with a tradition of excellence in teaching and research. The main campus in Parkville is recognised as the hub of Australia's premier knowledge precinct comprising eight hospitals, many leading research institutes, and a wide-range of knowledge-based industries. With outstanding performance in international rankings, the University is at the forefront of higher education in the Asia-Pacific region and the world.

The University employs people of outstanding calibre and offers a unique environment where staff are valued and rewarded.

Further information about working at The University of Melbourne is available at <http://about.unimelb.edu.au/careers>

### 5.4 ADVANCING MELBOURNE

The University's strategic direction is grounded in its purpose. While its expression may change, our purpose is enduring: to benefit society through the transformative impact of education and research. Together, the vision and purpose inform the focus and scale of our aspirations for the coming decade.

Advancing Melbourne reflects the University's commitment to its people, its place, and its partners. Our aspiration for 2030 is to be known as a world-leading and globally connected Australian university, with our students at the heart of everything we do.

- We will offer students a distinctive and outstanding education and experience, preparing them for success as leaders, change agents and global citizens.
- We will be recognised locally and globally for our leadership on matters of national and global importance, through outstanding research and scholarship and a commitment to collaboration.
- We will be empowered by our sense of place and connections with communities. We will take opportunities to advance both the University and the City of Melbourne in close collaboration and synergy.
- We will deliver this through building a brilliant, diverse, and vibrant University community, with strong connections to those we serve.

The means for achieving these goals include the development of the University of Melbourne's academic and professional staff and the capabilities needed to support a modern, world-class university. Those means require a commitment to ongoing financial sustainability and an ambitious infrastructure program which will reshape the campus and our contribution to the communities we engage with. This strategy, and the priorities proposed, is centred around five intersecting themes: place, community, education, discovery and global.

## 5.5 GOVERNANCE

The Vice Chancellor is the Chief Executive Officer of the University and responsible to Council for the good management of the University.

Comprehensive information about the University of Melbourne and its governance structure is available at <https://about.unimelb.edu.au/strategy/governance>