



## **Course Leader - One Year Post Graduate Course**

### **Drama School Mumbai | Mumbai**

#### **About Drama School Mumbai:**

The [Drama School Mumbai \(An initiative under Drama Schools Foundation Mumbai\)](#) was founded in 2013 to forge a new generation of theatre-makers who will go on to redefine the theatrical landscape in India.

The DSM is a collaborative effort by a community of some of India's finest theatre-makers who came together believing in the importance and need for state-of-the-art and robust training for those seeking to pursue a professional career in the performing arts. This collaborative effort has resulted in multiple success stories of 130 alumni from our last 8 batches, all of whom are now in the sector, creating stories for new audiences, and contributing to the creation of a more exciting and capable creative ecosystem.

The Drama School Mumbai also works to promote the awareness of theatre and its processes to a wider audience interested in exploring and understanding the medium for themselves through shorter workshops, lectures and regular presentations of work created by the students and faculty.

#### **Role Profile and Outline:**

The Course Leader is the person with overall responsibility for ensuring the running of the DSM's PG One Year Course (Blended/In Person). Supported by a team of project managers, faculty and academic support members, they oversee all aspects of the course from the beginning of the program to the end.

They lead performance and conditioning faculty, and work in close collaboration with the Leader of Dramaturgy who curates and for the dramaturgical strand. They also co-curate for the creation strand of the program with the Leader of Dramaturgy

The Course Leader further is responsible for monitoring the progress of the course, and working with faculty and students to ensure quality of the teaching and the learning experience. For all of the above, they are supported administratively by the Course Manager, the Course Coordinator and the Student Mentor(s).

The course leader is also expected to work inclusively and collaboratively with faculty, other course leaders, and the school to help improve their course, and contribute to the development of other courses offered by the school.

This role reports to the Academic Head.

#### **The Course Leader is responsible for the course in all stages:**

##### **Set Up:**

- Implements improvements to the overall course structure, based on previous years learnings and discussions with the Academic Head and other pedagogical faculty. (For existing course designs)

##### **Correspondence Address:**

3rd Floor, Mumbai Marathi Sahitya Sangh, Dr  
Bhalerao Rd, Kelewadi, Girgaon, Charni Road  
(East), Mumbai - 400 004.

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- Presents the final curriculum, prospectus and admission criteria for the course for approval by the Academic head.
- Works with the course manager to arrive at the overall course timetable, and structure from a scheduling and event point of view.
- Works with the course manager to ensure any and all changes to the course structure is achievable from a logistical and operational point of view.
- Identifies and curates all performance faculty and mentors for the course.
- With the support of the Leader of Dramaturgy to design, curate and set up all creation strands of the course.
- Briefs and supports all faculty in the creation of the lesson plans and strand trajectories of the course.
- Convenes, briefs and supports the audition panel in the selection of students for the program, makes improvement to the audition process where necessary.
- Supports all academic and pastoral care aspects of the student orientation program.

#### Running:

- Observes and monitors faculty and student performance in classes.
- Where possible, and where suitable teaches during at least one unit of the course.
- Leads (and participates in) weekly course progress meetings with the academic lead team. Supports and observes individual faculty on a regular basis on the progress of their classes.
- Work closely with the Leader of Dramaturgy to ensure effective integration between the dramaturgy and performance strands.
- Leads faculty meetings to ensure all faculty are jointly reviewing curriculum progress and student progress.
- Works closely with the student mentor to evaluate course progress from the students point of view (via reflections and feedback to student mentor).
- Works with the curriculum documentation officer to ensure all documentation systems are serving the needs of the course.
- Conducts group sessions at specific intervals across the course to help the ensemble process their learning as a group.
- Conducts one-on-ones with students at fixed intervals during the course.
- Holds office hours to be available to students, staff, and faculty.
- Regularly attends Theatre Making Lab presentations and leads feedback sessions for them.
- Attends key student performance events and culminations.
- Attends Faculty DSM training and bigger meetings about the org.
- Works with the school on a case by case basis when notifications of unsatisfactory students performance are coming to your notice by administration/faculty such as regular lateness, absenteeism, lack of submissions, lack of progress, improvement in the work, to find solutions and support the student, while keeping the integrity of the course intact.

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- On disciplinary matters, is present and contributes at any meetings by the school to determine what actions need to be taken in any cases that require attention.
- Makes inputs to the design based on the running of the course.

**Review:**

- Participates in review sessions with all stakeholders for improvements to the course design for subsequent iterations of the course.
- Works with new incoming course leaders to implement design changes for subsequent iterations of the course.

**Contribution to the school in other areas:**

- Makes themselves available to support any marketing, outreach and advocacy work by the school from time to time.
- Speaks at public events on behalf of the school and its programmes.
- Works with the school to identify and build a strong pool of qualified faculty to teach at the school.

**Key Requirements:**

- Have formal performance / theatre-making training.
  - Be approachable and accessible to the faculty and students.
  - Good interpersonal skills, strong socio-emotional awareness.
  - Be a strong and clear communicator.
  - Past experience in mentorship, coaching, counselling.
  - Able to hold space and facilitate dialogue.
  - Have extensive experience in teaching modules.
  - Have experience in working collaboratively with other theatre-trainers in a teaching context.
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- Be open and comfortable with learning to use and operate academic management systems and documentation processes.

**Reporting to:**

You will report to the Academic Head or anyone designated by him/her.

**Type of Employment:**

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Part-time with specific hours as per course schedule.

**Location of Employment:**

Remote working with occasional travel to meet the students in person as per the requirements of the course.

**To understand exact time commitments, workload and compensation, please connect with the Course Manager, Floyd Gonsalves 9321595159**

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