

Job Description

Job Title	Senior Voice and Dialect Tutor
Reports To	Head of Voice
Responsible For	No direct reports
Department	Voice
Location	The majority of the Theatre School's activities are based at the School's Downside Road site. The Tutor will also be expected to travel to theatres and schools across the South West – wherever students are touring productions.
Hours	40 hours per week plus additional hours and days as necessary. Some occasional weekend and evening work may be required.
Salary	£30,000 per annum paid by BACS monthly in arrears
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension
Holidays	25 days per year, plus statutory bank holidays in non-term time (pro-rata)
Notice Period	Two months
Probationary Period	Six months

Person specification	<p>Essential criteria:</p> <ul style="list-style-type: none"> • Post-graduate level qualification in Voice Studies. • At least four years' teaching experience on a Higher Education acting programme. • Experience of coaching and/or performing for professional theatre. • Wide current knowledge of voice practice in professional theatre. • Excellent communication skills. • Ability to organise themselves within a busy and demanding timetable. • Ability to build positive relationships with staff and students. • Be a highly flexible, reliable and committed individual.
-----------------------------	--

	<ul style="list-style-type: none"> • Ability to work as part of a team but also able to work on their own initiative. • A driver's licence. (UK not essential) <p>Desirable criteria:</p> <ul style="list-style-type: none"> • An interest in research.
<p>Duties and responsibilities</p>	<p>The Voice Department mainly provides voice and dialect training and support for BA (Hons.) and MFA Professional Acting and MFA Professional Voice Studies students. We are a vibrant and proactive department that also seeks opportunities to support students across all departments of the School including productions arts, directing, design, writing and costume.</p> <p>Overall Responsibilities:</p> <ul style="list-style-type: none"> • Teaching practical voice, speech, text and dialects across all acting courses in groups and individually. • Teaching on the MFA Professional Voice Studies course. • Providing voice and dialect support to both in-house text projects and second and final year public performances. • Adherence to all relevant School policies and procedures. <p>Internal Interfaces</p> <ul style="list-style-type: none"> • Senior Management Team, Heads of Courses, all staff members and students
<p>Equal Opportunities</p>	<p>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</p> <p>We aim at all times to recruit the person who is most suited to the job. Recruitment will be on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p>Equality & Diversity</p> <p>The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our workforce: black and minority ethnic candidates; disabled people; young people; lesbian; gay; bisexual; and transgender candidates. We will not discriminate or tolerate discriminatory behaviour on the grounds of age, disability, educational background, gender, employment status, ethnic origin, marital / partnership or family status, race, religion or belief, sex, sexual orientation, social class, transgender, working pattern or any other irrelevant factor in any aspect of employment.</p> <p>We are committed to employing disabled people, and reasonable adjustments will be made to the recruitment procedure to ensure that no-one is disadvantaged because of their disability. If a disabled person is appointed, reasonable adjustments will be made to the workplace as</p>

far as possible, including premises & equipment, duties, practices or policies.

Selection & Assessment

We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and employee competencies applicable to the role. The purpose is to accurately predict a candidate's ability to perform the job in question.

All interviews will be undertaken by a panel of two or more people, and we will endeavour for the panel to be representative of society.

Selection panels will keep written notes on each applicant recording reasons for decisions taken. These are disclosable to the applicant.

All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will be guaranteed an interview.

We are committed to improving the diversity of our workforce. Where two candidates are equally scored following interview or assessment, positive action will be taken and we may appoint a candidate with a protected characteristic which is underrepresented within the Theatre School.