

## Job Description

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| <b>Job Title</b>           | Acting Tutor  |
| <b>Reports To</b>          | Head of Acting Courses  |
| <b>Responsible For</b>     | No direct reports   |
| <b>Department</b>          | Acting Department   |
| <b>Location</b>            | The majority of the Theatre School's activities are based at the School's Downside Road site, but with input at other relevant locations across Bristol and the wider region.   |
| <b>Hours</b>               | 40 hours per week plus additional hours and days as necessary. Some occasional weekend and evening work may be required.  |
| <b>Salary</b>              | £30,000 per annum paid by BACS monthly in arrears   |
| <b>Pension</b>             | Auto-enrolment at 4% employee's and employer's contribution to qualifying group personal pension after three months' service rising to a maximum matched contribution of 5% after one year's service.   |
| <b>Holidays</b>            | 25 days per year, plus statutory bank holidays in non-term time (pro-rata)  |
| <b>Start Date</b>          | Full time role start date of 14 June 2021, but ad hoc attendance required at recall auditions between January – May 2021. This attendance will be paid on a pro-rata casual basis using actual days worked, and arranged by mutual agreement. |
| <b>Notice Period</b>       | During probationary period: one week<br>Thereafter: one term  |
| <b>Probationary Period</b> | Six months from start of full-time role.  |

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| <b>Person specification</b> | <p><b>Essential criteria:</b></p> <ul style="list-style-type: none"> <li>• Professional experience as an actor</li> <li>• Proven experience as a teacher</li> <li>• Demonstrable understanding of, and experience in, teaching actor training, drawing on a range of practitioners</li> <li>• A commitment to the telling of diverse stories and to being a partner in change</li> <li>• Excellent communicator at all levels</li> <li>• Ability to build positive relationships with staff and students in a close-knit and supportive environment</li> </ul> |
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|                                    | <ul style="list-style-type: none"> <li>• A flexible and committed attitude with a sense of humour and an appetite for change</li> </ul> <p><b>Desirable criteria:</b></p> <ul style="list-style-type: none"> <li>• Experience in a higher education or professional training environment</li> <li>• Experience as a theatre director</li> <li>• Excellent IT skills including Word, Excel and database experience</li> </ul>  |
| <p>Duties and responsibilities</p> | <p><b>Overall responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Working within the Acting Department, in close consultation with the Head of Acting and the Head of Acting Courses, to deliver modern and progressive actor training.</li> </ul> <p><b>Specific responsibilities</b></p> <ul style="list-style-type: none"> <li>• Contributing to Actor training (as required by Head of Acting and Head of Acting Courses) through classes, workshops, seminars and tutorials, both face-to-face and online.</li> <li>• The directing of extended text projects for training purposes.</li> <li>• Attending in-house and online auditions and feeding back to students as required.</li> <li>• Assessments of students including the keeping of records for academic purposes.</li> <li>• Attending audition recall days (and potentially other audition days) and contributing to the assessment of applicants.</li> <li>• To work with the Head of Acting, Head of Acting Courses and the Courses Coordinator to ensure smooth running of the department.</li> <li>• To teach skills on non-acting courses as required.</li> <li>• To act as a Student Support Tutor for first year acting students.</li> <li>• To support the on-going growth of the department by assisting and advising less experienced members of the team.</li> </ul> <p><b>Meeting Attendance</b></p> <ul style="list-style-type: none"> <li>• To attend staff meetings and acting staff meetings both in school and online as required.</li> <li>• To attend meetings with the Conservatoire for Dance and Drama (CDD), the School's validating institution (currently UWE) and other related bodies as required.</li> <li>• Membership of Teaching &amp; Learning committee, if required.</li> <li>• Membership of Research Committee, if required.</li> </ul> <p><b>Budgetary Control</b></p> <ul style="list-style-type: none"> <li>• Adhere to agreed budgets for training activities for which post holder is responsible.</li> </ul> <p><b>External Liaison</b></p> <ul style="list-style-type: none"> <li>• Relevant staff in other CDD schools.</li> <li>• With other relevant organisations to promote and widen understanding and knowledge of the subject area.</li> </ul> |

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|                                   | <ul style="list-style-type: none"> <li>• Representing the School at meetings as agreed with the Principal.</li> <li>• With potential employers for students.</li> <li>• With alumni and other professionals in the arts and entertainment industry.</li> </ul>   |
| <p><b>Equal Opportunities</b></p> | <p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</b></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><b>Equality &amp; Diversity</b></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 and across the wider arts and training sectors: these include, but are not limited to, people who are culturally and ethnically diverse and experience racism in our society, those with LGBTQ+ identities, neurodivergent and/or D/deaf and disabled, those with caring responsibilities and those who have experience socio and economic barriers.</p> <p>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 far as possible, including premises &amp; equipment, duties, practices or policies.</p> <p><b>Selection &amp; Assessment</b></p> <p>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.</p> |



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.