

## Job Description

<b>Job Title</b>	Head of Drama Directing Course
<b>Reports To</b>	Artistic Director
<b>Responsible For</b>	All freelance tutors engaged for the course
<b>Department</b>	Acting
<b>Location</b>	The normal place of work is Downside Road, Bristol but travel to other sites and venues will be required.
<b>Hours</b>	This is a 0.5 post, predicated on a 40 hours week. In term time this will normally include Thursdays and Fridays. The term length for the Drama Directing MA is approximately 38 weeks per year. Term time may involve more intensive working, whilst out of term will be less intensive. Occasional evening work will be required.
<b>Salary</b>	£34,000 pro rata per annum paid by BACS monthly in arrears
<b>Pension</b>	4% employee and employer contribution to workplace pension after three months' service, rising to a matched 5% after one year by request to the Finance Department.
<b>Holidays</b>	Based on 0.5 post, 100 hours per annum plus pro rata plus bank holidays in non-term time, plus reasonably organised Time Off in Lieu (TOIL). Holiday year runs from 1 August to 31 July.
<b>Notice Period</b>	During probationary period – one week. Following successful completion of probationary period – one term's notice.
<b>Probationary Period</b>	Six months

<p><b>Person specification</b></p>	<p><b>Essential criteria:</b></p> <ul style="list-style-type: none"> <li>• Substantial experience of drama directing</li> <li>• A sophisticated understanding of the drama industry in the UK</li> <li>• Experience of teaching drama directing</li> <li>• Organisational skills, particularly regarding scheduling</li> <li>• Experience of working in Higher Education</li> <li>• An MA in Drama or a related field</li> <li>• Ability to be flexible and adaptable in your approach</li> <li>• To be a strong team player in a close-knit, supportive environment</li> </ul> <p><b>Desirable criteria:</b></p> <ul style="list-style-type: none"> <li>• Substantial experience of drama directing across a wide variety of genre and media</li> <li>• A sophisticated understanding of the drama industry beyond the UK</li> </ul>
<p><b>Duties and responsibilities</b></p>	<p><b>Overall Responsibilities:</b></p> <p><b>The Head of Course will ensure the quality, curriculum delivery, staffing, resources, smooth running and development of the MA in Drama Directing.</b></p> <ul style="list-style-type: none"> <li>• Module Leader for all modules of the Drama Directing MA, including academic reporting.</li> <li>• Scheduling the timetable for the Drama Directing students, in liaison with other members of staff, other departments and externally as appropriate.</li> <li>• Seeking opportunities for cross curricula teaching and learning. Liaising with other course leaders, particularly of Drama Writing, Performance Design and Voice Studies courses to maximise efficiency of teaching and learning through collaborations.</li> <li>• Teaching on the course as appropriate. Occasionally teaching on other courses as the opportunities arise.</li> <li>• Identifying and organising industry liaison opportunities - either Assistant Director opportunities or meetings with relevant professionals.</li> <li>• Mentoring the students on an on-going basis, including regular meetings to monitor and mentor Assistant Director placements.</li> <li>• Identifying and engaging visiting practitioners, using contract request procedures of the School.</li> <li>• First marking of Drama Directing Modules, arranging for second marking, reporting and filing appropriately.</li> <li>• Promoting the course to prospective students in collaboration with the Marketing &amp; Student Recruitment Dept.</li> </ul>

	<ul style="list-style-type: none"> <li>• Interview applicants to the course and oversee selection of students.</li> <li>• Perform other responsibilities commensurate with the role as required.</li> </ul> <p><b>Reporting</b></p> <ul style="list-style-type: none"> <li>• Undertaking academic reporting, including module assessments.</li> <li>• Responsibility for completing Students' Module Assessment forms.</li> <li>• Reporting to Module Leaders meetings and Academic Board.</li> </ul> <p><b>Meetings attendance</b></p> <ul style="list-style-type: none"> <li>• Full and other staff meetings</li> <li>• Academic Board (and any relevant subcommittees)</li> <li>• Course Leaders meetings</li> <li>• Module Leaders/Programme Management Committee</li> <li>• Postgraduate Module Leaders</li> <li>• CDD committees as required</li> <li>• Student liaison meetings</li> <li>• Learning and Teaching Group</li> </ul> <p><b>Budgetary control</b></p> <ul style="list-style-type: none"> <li>• Adhere to agreed budgets for training activities for which the post holder is responsible.</li> </ul> <p><b>External liaison</b></p> <ul style="list-style-type: none"> <li>• With relevant staff in other CDD schools</li> <li>• With other relevant organisations to promote and widen understanding and knowledge of the course area</li> <li>• Representing the school at external meetings as agreed with the Artistic Director and 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</p>

responsibilities and those who have experience socio and economic barriers.

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.

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 & 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.