

Job Description

Job Title	Head of Scenic Art Course (initial one year contract)
Reports To	Director of Production Courses
Responsible For	No direct reports
Department	Production
Location	Unit 1, Sheene Road, Bedminster, Bristol
Hours	40 hours per week – plus additional hours and days as necessary
Salary	£34,000 per annum
Pension	4% employee and employer contribution to workplace pension administered by the People’s Pension after three months’ service, rising to a matched 5% after one year by request to the Finance Department.
Holidays	25 days per academic year pro rata plus bank holidays in non-term time.
Notice Period	One month in probationary period and one term thereafter
Probationary Period	Six months

JOB DESCRIPTION	<p>Bristol Old Vic Theatre School’s Scenic Art department provides exceptionally high quality training at postgraduate level. The normal intake is for four students on this one-year course. The course has been running for eleven years and its graduates are employed as freelance scenic artists in theatre, animation and television. The School offers practical training operating within a ‘producing house’ environment. A student’s first day at the School is regarded as the first day of their professional career.</p>
Person specification	<p>Essential skills:</p> <ul style="list-style-type: none"> • A practical knowledge of a wide range of scenic art skills and techniques. • Substantial professional experience <ul style="list-style-type: none"> ○ Management of a department ○ Management of budgets ○ Developing and training

	<ul style="list-style-type: none"> • Ability to work under pressure and work to tight deadlines • Excellent interpersonal skills and communication skills • A flexible and committed approach • The ability to work on own initiative • IT literate <p>Desirable skills:</p> <ul style="list-style-type: none"> • Experience of working in a training environment, training apprentices or leading workshops for young people. • A current car driving licence • Ability to use IT to enhance teaching practice.
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<p>Duties and responsibilities</p>	<ul style="list-style-type: none"> • COURSE MANAGEMENT <ul style="list-style-type: none"> ○ The efficient operation of the School's Scenic Art Department and Course. ○ Administering applications for the above course, interviewing applicants and selecting students (with Head of Design), advising on funding (in liaison with the Admissions Team). ○ Training students to a high level in a range of scenic art techniques and practices. Working with students to ensure that their skills across a substantial range of techniques is of a high standard. ○ Planning timetables and schedules; organising visiting specialist classes and tutors; working with designers; supervising students' daily work schedules, maintaining constant contact with the Design department, and monitoring and assessing students' work and individual progress. ○ Adhering to UWE procedures for assessment of students and quality assurance, and developing the curriculum and resources in line with both UWE / CDD requirements and current theatre / industry practice. ○ Occasional teaching of Scenic Art skills to students on other technical courses. ○ Ensuring constant and adequate supplies of materials and equipment for use in the department, subject to budgetary provision. ○ Maintaining and developing close contacts with the industry, organising work placements and liaising with potential employers of Scenic Art Course graduates.
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	<ul style="list-style-type: none"> ○ Maintaining contact with past students. ○ Developing the curriculum as appropriate to the current needs of the industry. ○ Promoting the course to prospective students and employers. ○ Contributing to the School's annual monitoring and evaluation of courses. ○ Work with Scenic Art students on work placements, CVs and covering letters. <ul style="list-style-type: none"> ● PRODUCTION RESPONSIBILITIES <ul style="list-style-type: none"> ○ The painting of the scenic elements of the School's productions. Supervision of all student work from initial discussions to finished product within timescale and budget. Production budgets and schedules to be negotiated and agreed with the School's Production Manager and in consultation with the School's Head of Design, as appropriate. Selected guest tutors may be required to share this responsibility, according to budgetary constraints. <p>Meetings Attendance:</p> <ul style="list-style-type: none"> ● Member of Academic Board, Modules Leaders and Programme Management Committees. ● BOVTS staff meetings & other relevant meetings as required from time to time ● Any other meetings relevant to the role. <p>Budgetary Control:</p> <ul style="list-style-type: none"> ● Adhere to, and regularly report on, agreed budgets for training activities for which post holder is responsible <p>External Liaison:</p> <ul style="list-style-type: none"> ● With relevant staff in partnering organisations ● With other relevant organisations to promote and widen understanding and knowledge of the course area ● Representing the School at meetings as agreed with the Director of Production Courses ● With potential employers for students ● With alumni and other professionals in the arts and entertainment industry
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Equal Opportunities	Bristol Old Vic Theatre School's approach to Recruitment and Selection:
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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.

Equality & Diversity

The Theatre School recognises the positive value of diversity, promoting equality and challenging unfair discrimination. We welcome applications from those currently underrepresented in our own 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 experienced 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.