

Job Description

Job Title	Stage Management Tutor
Reports To	Head of Production Arts
Responsible For	Teaching Stage Management classes & supervising student stage management teams on productions.
Department	Production Arts
Location	Based at the School's Downside Road site, but with input at other relevant locations
Hours	40 hours per week plus additional hours and days as necessary, some weekend and evening work is expected
Salary	£30,000 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, plus reasonably organised TOIL.
Notice Period	One term
Probationary Period	Six months

JOB DESCRIPTION	<p>Teach Stage Management (SM) to first year SM students. Supervise SM students across all years during BOVTS productions. Assist in the promotion of Production Arts courses & interview applicants Maintain continuity from classroom to production.</p>
Person specification	<p>Essential skills: Minimum of 5 years' professional theatre stage management experience.</p> <p>Desirable skills: Experience of working in a training environment, training SM apprentices or leading SM workshops for young people. Score reading, Photoshop, Clean driving licence, IT skills inc. Whiteboard (training can be provided).</p>

Duties and responsibilities

Teaching:

- To deliver the Stage Management curriculum to 1st year students.
- The SM Tutor will be responsible for ensuring all first year Production Arts students are taught current industry SM practices and skills.
- To assess 1st Year students in Stage Management.
- To administrate the first year Stage Management courses teaching timetable.
- In consultation with the Director of Production Courses, to undertake the scheduling of the course content, including the booking of visiting specialists.

Productions:

- To mentor, nurture and develop SM students whilst in production on a regular basis.
- Arrange tutorials with SM students before, during and after production periods and to assess students' work and progress.
- During Production week - supervise, observe and advise on the relevant practices.
- Maintain current industry practices in the School.
- To run production meetings in Production Manager's absence.
- To attend and observe rehearsals, cueing meetings and props parades.
- To contribute to the allocation of students on production roles.

Promotion/student recruitment:

- To promote Production Arts courses, including attendance at careers fairs and visiting local colleges & schools.
- With Head of Production Arts and Director of Production Courses, interview and select applicants for the course when asked to do so.
- Monitor and update offers and acceptances.

Other duties:

- Work with final year SM students on work placements, CVs and covering letters.
- To act as Personal Tutor for first year Production Arts students.
- Plan and share the above duties and responsibilities in consultation with the second Stage Management tutor and Director of Production Courses.

Meetings Attendance:

- Production Courses team & Stage Management team meetings, and other departmental meetings as required.
- BOVTS staff meetings & other relevant meetings as required from time to time

Budgetary Control:

	<ul style="list-style-type: none"> ● Adhere to 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 Head of Production Arts or Director of Production Courses. ● With potential employers for students ● With alumni and other professionals in the arts and entertainment industry
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<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 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.</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 & equipment, duties, practices or policies.</p> <p>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.</p>
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	<p>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> <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.</p>
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