

Job Description

Job Title	Movement Tutor (part time)
Reports To	Head of Movement
Line Management For	No direct reports
Department	Acting Department
Location	The Theatre School has three main premises: Downside Road and Christchurch Studios in Clifton and a construction department in Bedminster. The Movement Tutor will work primarily at the Downside Road site, as well as in spaces and theatres hired by the School for classes or productions.
Hours	2 days per week – totalling 16 hours. Routine classes will be scheduled every week on a termly basis; some rehearsals outside of these hours will be required when working on shows or rehearsals. Some occasional weekend and evening work may be required.
Salary	£30,000 per annum pro-rata paid by BACS monthly in arrears (£12,000 pro-rata per year). Additional hours will be acknowledged on a pre-agreed Time Off In Lieu (TOIL) basis.
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
Holidays	Hourly equivalent of 25 days per year, plus statutory bank holidays in non-term time (pro-rata). Annual leave calculated at 80 hours per year. Based on 2 x 8 hour days per week.
Notice Period	One academic term.
Probationary Period	Six months

Duties and responsibilities	<p>Overall Responsibilities</p> <ul style="list-style-type: none"> • The teaching of movement to actors on BA Professional Acting, MFA Professional Acting and MA Screen Acting courses, as well as any other relevant courses. • Working within the Movement and Acting Departments in close consultation with the Head of Movement and Director of Acting Courses to deliver modern and progressive actor training. <p>Specific responsibilities Movement Training</p>
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	<ul style="list-style-type: none"> • Contributing to movement training for actors (as required by Head of Movement and Director of Acting Courses) through classes, workshops, seminars and tutorials, both face to face and, if necessary, online. • Work cross-departmentally, in close collaboration with Voice, Movement and Acting tutors to teach and deliver movement-related elements within projects and productions when necessary. • Attending in-house and online auditions and feeding back to students as required. • Assessments of students, including the keeping of records for academic purposes. Training and guidance will be given. • Attending audition recall days (and potentially other audition days) and contributing to the assessment of applicants if required. • To work with the Head of Movement, Director of Acting Courses and the Acting Courses Scheduler to ensure the smooth running of the department. • Provide when necessary, online classes, rehearsals and tutorials via Zoom or similar media platforms. <p>Meetings attendance</p> <ul style="list-style-type: none"> • To attend staff meetings and Acting staff meetings both in School and online as required. <p>External liaison</p> <ul style="list-style-type: none"> • With other relevant organisations to promote and widen understanding and knowledge of the subject area. • With alumni and other professionals in the arts and entertainment industry. • Attendance at relevant staff meetings, staff training and plenary School staff meetings as required.
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This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions from time to time and to update them to ensure they relate to the job as then being performed, or to incorporate whatever changes are being proposed. This will be conducted in consultation with you. It is the organisation's aim to reach agreement on changes, but if agreement is not possible, the organisation reserves the right to insist on changes to your job description, after consultation with you.

Person specification	<p>Essential</p> <ul style="list-style-type: none"> • Professional experience as a performer in movement, dance or acting. • Experience as a teacher and/or movement director. • An understanding of, and experience in, teaching movement training employing a range of practices and styles including, but limited to, Laban, Animal Studies and Le Coq.
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	<ul style="list-style-type: none"> • A commitment to the telling of diverse stories and to being a partner in change. • Commitment to own professional development. • Excellent communicator at all levels. • Ability to build positive relationships with staff and students. • A flexible and committed attitude with a sense of humour and a strong team player. <p>Desirable</p> <ul style="list-style-type: none"> • Experience in higher education or professional training environment. • Experience as a choreographer. • IT skills including Word, Excel and database experience.
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Equal Opportunities	<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 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</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</p>
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	<p>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> <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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