

About Bristol Old Vic Theatre School, more about the role of Student Recruitment and Outreach Officer, and the application process

Bristol Old Vic Theatre School's vision

Bristol Old Vic Theatre School will continue to be an exemplar in modern international drama training, preparing exceptional young professionals to forge their careers in tomorrow's creative industries.

Our values:

Belong: we are sincere, we accept uniqueness and we adapt to include everyone who is part of our diverse and welcoming cultural community.

Challenge with a safety net: we are always learning in a practical and dynamic way; creating and collaborating within a forward-looking, safe and caring environment.

Identify great talent: we look to all backgrounds and communities to find the creative potential who will join us in setting the tone for excellence in our industry.

Inner confidence: we are proud of our expertise and passionate about passing it on to the next generation of industry professionals, knowing they will make a difference.

Work productively & properly: we are efficient, respectful and collaborative and understand that everyone needs down-time.

Our strategic priorities:

1. **Support our staff:** To encourage and resource our staff to be dynamic in their roles, enabling professional development and providing support for them to be happy, healthy and efficient in their work.
2. **Deliver excellence:** Delivering courses that reflect our vision and progressing with changes that ensure our students' training adapts to the fluidity of the creative industries' landscape.
3. **Raise profile:** To have started our partnership with UWE Bristol; to be an integral part of Bristol's cultural and creative heritage, celebrating and reflecting the diversity of our city; to enhance our local, national and international partnerships in order to create opportunities for our students, share our expertise, learn from our global peers and broaden our multi-cultural perspectives.
4. **Financial Health:** To sustain, grow and embed a robust and responsible business model.

5. **Where we work:** To occupy spaces that we can learn, thrive, innovate and create in, and that help us to deliver our exceptional conservatoire training.

Background to the Theatre School

The Theatre School celebrated its 75th year anniversary in 2021. The School trains students in acting, design, costume, technical skills, writing and directing. It operates across three sites in Bristol: the main Downside Rd site in Clifton, the centre for Film, TV and Audio production at Christchurch Studios, and the scenic workshops in south Bristol.

Oscar-winning alumni include Sir Daniel Day-Lewis (Best Actor in 1990, 2008 and 2013), Jeremy Irons (Best Actor, 1991) and Olivia Colman (Best Actress, 2019). The accolade of three Best Actor/Actress Oscar winners amongst the graduates of a single drama school is, to our knowledge, unmatched at any higher education institution globally. Both the Artistic Director and Deputy Artistic Director of the Royal Shakespeare Company are BOVTS alumni (Gregory Doran and Erica Whyman, respectively) as is the intimacy coordinator Ita O'Brien, who has been recognised for her pioneering work on award-winning dramas such as *Normal People*, *I May Destroy You* and *Gentleman Jack* for the BBC, and *Sex Education* for Netflix.

The success of BOVTS graduates and the quality of the School's training is reflected in fierce competition for places. In the 2021-entry admissions cycle, the School received 2,329 applications for the 28 places on its BA (Hons) Professional Acting course, a 70% increase on the number received just a decade before. All applicants are guaranteed to be seen at a preliminary audition. On average over the past three admissions rounds, just 1.8% of applicants to this course have been made an offer of a place.

Student productions take place across the City: along with those at Bristol Old Vic Theatre (our main partner), they are also performed in local venues, including the Tobacco Factory theatres, Circomedia in St Pauls, the Redgrave Theatre in Clifton, and the Wardrobe Theatre in Old Market.

The School also has a thriving Sunday Youth Theatre group and runs a range of summer short courses in acting; it is a BFI academy, regularly running short courses in Film Production training for 16-18 age students.

For further information about the School, please visit oldvic.ac.uk.

Governance at Bristol Old Vic Theatre School

In addition to the Council of Trustees there are sub-committees of the Trustees – the Audit Committee and the Finance Committee. Terms of reference can be found at: oldvic.ac.uk/about-us/staff-governors.

Through its membership of the Conservatoire for Dance and Drama (cdd.ac.uk), there is a direct reporting line to the CDD Board of Governors in terms of academic standards, internal audit and financial year-end reporting. CDD is the Higher Education Provider registered with the Office for Students that enables BOVTS and the other five CDD member schools to operate within higher education. Information about the CDD strategy can be found at: cdd.ac.uk/about-us/how-we-work/strategic-plan-2019-24.

The School's current higher education courses are validated by the University of the West of England (UWE). The validation relationship with UWE is governed by an academic agreement renewed every

five years and subject to regular reporting on academic standards. The School is an associate school of UWE, and sits within the [Arts, Creative Industries and Education faculty](#).

In July 2020 the Theatre School's Board resolved that the Theatre School would leave CDD with effect from July 2022. The Board and Principal & CEO have identified that UWE are their preferred Higher Education Provider and are in the advanced stages of discussion over the shape and model for our enhanced future collaboration. The shared vision:

Bristol Old Vic Theatre School (BOVTS) and UWE, Bristol will form an enhanced strategic partnership with a shared vision to deliver sector-leading performance skills and training.

More information about this role

The Student Recruitment and Outreach Officer is a key role within the Marketing and Student Recruitment team at BOVTS. The Officer has a broad project portfolio which includes work to attract applicants from all backgrounds to the School's specialist undergraduate and postgraduate courses, and widening participation work in support of the School's Access and Participation Plan.

Recruitment work includes leading on recruitment events such as open days and visits; schools and colleges liaison work and talks; and contributing towards offer-holder conversion campaigns. The School's widening participation work is equally broad in its scope, with collaborative and strategically targeted activity taking place with a range of different age groups across the region.

The School's Access and Participation Plan has historically been coordinated by the Conservatoire for Dance and Drama, with a focus on work to recruit undergraduate students from low HE participation areas and areas of higher deprivation; and work to increase the number of Black and Asian undergraduate entrants. For prospective HE students, this has included a wider variety of targeted aspiration-raising workshops, partnering with relevant organisations and charities on outreach schemes, developing an audition fee waiver scheme, and the development of bursaries for the School's short courses.

With other age groups, much work is undertaken on an ongoing basis to raise awareness of careers in theatre, film and television: for example, the School has long undertaken a theatre in education tour, last year reaching some 4000 primary-aged schoolchildren. The Student Recruitment and Outreach Officer plays a key role in planning this tour, ensuring schools across the city are able to participate. This year, new partnerships have seen the Theatre School engage KS3 students from secondary schools from south Bristol in scenic crafts and prop-making workshops. There is much scope for the Student Recruitment and Outreach Officer to further develop new partnerships and projects, particularly as the School further aligns itself with the OfS's refreshed access directive, and as the School expands its youth provision.

There is some administrative support for this portfolio of work by the departmental assistants, whilst there is also a high degree of collaboration with the other two officer-level roles within the department. For example, in a conversion campaign designed to encourage prospective students to accept their offers, the SROO might lead on the training and management of a team of student ambassadors undertaking a tele-campaign and on the provision of high quality and informative visit opportunities. Meanwhile, a Marketing Officer might lead on complimentary work – developing engaging email communications for the offer holders, and an associated webpage or social media content. Similarly, whilst the Marketing and Communications Officer is developing campaigns to attract public audiences to the School's professional-standard productions, the Student Recruitment and Outreach Officer may play a supporting role by advising on KS3 or KS4 curriculum links and ensuring relevant schools and colleges are invited to these productions.

Work arrangements

The Theatre School is committed to helping its employees achieve a balance between their working life and other priorities such as parental and caring responsibilities, leisure activities, charity work and other interests. We will, as far as possible, support employees in suitable roles to work more flexibly – whether in the hours they work or where they work. In return we ask that careful consideration of the impact of working flexibly is given, and that a mutual agreement is reached that works well for both the Theatre School and the employee.

Being present in the School's buildings during the day for some of the working week will be necessary to enable the employee to feel part of the School and to help with communication and the flow of information.

Equality, Diversity & Inclusion

The School recognises that its Trustees and staff cohort is not representative of Bristol, and the 91 languages spoken in the city. On the student body, the acting courses have a 30% representation, however, technical and creative courses have as low as 5% representation.

Over the last few years the School has changed a lot of its practices, which include (but aren't limited to) introducing more visiting external tutors and lecturers from diverse backgrounds, discovering more modern and representative writers for the students to study, and providing extensive training to staff on helping under-represented groups express themselves whilst training in a creative environment.

The new Principal is most concerned that all students, but particularly those who are unrepresented in the School, feel that they belong in a City that is facing its own challenges through BLM and its history. They must also know that the School accepts that it has its own journey to take, and that we want and need them to join us on that journey.

An Equality, Diversity & Inclusion Action Group has been established, made up of staff and members of the Student Representation Group to work towards bringing about genuine, effective and long-standing change.

The application process

We hope you find this pack provides all the information you need in order to consider your application for this post. If, however, you have any further questions please e-mail **Matt.Carmichael@oldvic.ac.uk**.

Applications must be received by **10 am on Friday 5 August 2022**. If you decide to apply for this post, please download a copy of the Application Form and Equal Opportunities Monitoring Form from **oldvic.ac.uk/jobs**.

Application forms, with a covering letter of no more than one side of A4 describing what attracts you to this role, your experience and how it relates to the opportunities and challenges presented by this post and the Equal Opportunities Monitoring Form should be returned by email to **jobs@oldvic.ac.uk** or by post to:

Recruitment Office
Bristol Old Vic Theatre School
1-3 Downside Road,
Clifton,

Bristol
BS8 2XF

Shortlisting

To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the job description.

Please also refer to the Equal Opportunities section of the job description, which explains the Theatre School's recognition of the positive value of diversity, promoting equality and challenging unfair discrimination.

All applicants will be notified of the outcome of the shortlisting process.

The interview process

It is anticipated that interviews will take place at Bristol Old Vic Theatre School, 1-3 Downside Road, Clifton, Bristol BS8 2XF in the **week commencing Monday 15 or Monday 22 August**. This timescale is subject to change.

The appointment will be subject to satisfactory pre-employment checks.