

## About Bristol Old Vic Theatre School, more about the role of Premises Assistant, 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](http://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](http://oldvic.ac.uk/about-us/staff-governors).

The School's current higher education courses have been validated by the University of the West of England (UWE Bristol) for several years. This 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](#).

A revised agreement with UWE Bristol took effect from 1 August 2022, creating an enhanced strategic partnership that enables the Theatre School to retain its autonomy and charitable status. The School's relationship with all levels of UWE's key personnel is positive, robust and mutually trusting, with very much a will to make the partnership forge a strong and collaborative future to the

benefit of both institutions' staff and students, as well as the City of Bristol. 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 two full-time roles of Premises Assistant are newly-created within the School's Premises Team, which currently comprises the Premises Manager along with two part-time receptionists.

The development of a dedicated Premises Team is essential to the School's successful operation, ensuring that the School's buildings and estate continue to provide a safe and secure space for the delivery of world-class conservatoire training.

There has been a significant growth in student numbers over the past five years through the development of new full-time higher education courses and a range of short courses, meaning increased pressures on limited teaching space, as well as use of the buildings throughout vacations. Effective and efficient operational management of the School's premises, as well as improved technical in-house support, will therefore play a key role in the delivery of the School's strategy.

### **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 **Ben.Shillabeer@oldvic.ac.uk**.

Applications must be received by **12 noon on Monday 3 October 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 10 October**. This timescale is subject to change.

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