

## Job Description

<b>Job Title</b>	Stage Management Tutor
<b>Reports To</b>	Head of Production
<b>Line management responsibility</b>	No direct reports
<b>Department</b>	Production Arts
<b>Location</b>	Based at the School's Downside Road site, but with input at other relevant locations as required.
<b>Hours</b>	This is a part-time role, predicated on a total of 1,456 hours per academic year (including holiday entitlement). Term time will involve more intensive working, whilst out of term should be less intensive. Evening and weekend work will be required in order to realise the production schedules. This is a fixed term contract from Tuesday 3 January 2023 to Friday 14 July 2023.
<b>Salary</b>	£32,250 per annum pro rata, being a total contract value of £12,228.13
<b>Pension</b>	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension
<b>Holidays</b>	25 days per academic year pro rata plus bank holidays in non-term time pro rata, being a total holiday allowance of 9.5 days, plus reasonably organised and pre-agreed Time Off in Lieu (TOIL).
<b>Notice Period</b>	Three months
<b>Probationary Period</b>	Six months

<b>Job Description</b>	To teach Stage Management (SM) to first year Production Arts students in conjunction with one other SM Tutor. To supervise student SM team across all years during BOVTS productions. To maintain continuity from classroom to productions.
<b>Person specification</b>	<p><b>Essential skills:</b></p> <ul style="list-style-type: none"> <li>Substantial professional theatre stage management experience.</li> </ul> <p><b>Desirable skills:</b></p> <ul style="list-style-type: none"> <li>Experience of working in a training environment, training SM apprentices or leading SM workshops for young people.</li> </ul>

	<ul style="list-style-type: none"> <li>• Score reading, Photoshop, driving licence, IT skills including Whiteboard (training can be provided).</li> </ul>
<b>Duties and responsibilities</b>	<p><b>Teaching:</b></p> <ul style="list-style-type: none"> <li>• To deliver the Stage Management curriculum to 1<sup>st</sup> year students.</li> <li>• The SM Tutor will be responsible for ensuring all first year SM students are taught current industry SM practices and skills.</li> <li>• To assess first year students in Stage Management.</li> <li>• In consultation with the Head of Production Arts Courses, to undertake the scheduling of the course content, including the booking of visiting specialists as required.</li> </ul> <p><b>Productions:</b></p> <ul style="list-style-type: none"> <li>• To mentor, nurture and develop SM students whilst in production on a regular basis.</li> <li>• Arrange tutorials with SM students before, during and after production periods and to assess students' work and progress.</li> <li>• During production week, supervise, observe and advise on the relevant practices as required.</li> <li>• Maintain current industry practices in the School.</li> <li>• To run production meetings in Production Manager's absence.</li> <li>• To attend and observe rehearsals, cueing meetings and props parades as required.</li> </ul> <p><b>Promotion/student recruitment:</b></p> <ul style="list-style-type: none"> <li>• To promote PA courses, including attendance at careers fairs and visiting local colleges &amp; schools as required.</li> <li>• With Head of Production Arts courses, interview and select applicants for the course when asked to do so.</li> </ul> <p><b>Other duties:</b></p> <ul style="list-style-type: none"> <li>• Work with final year SM students on work placements, CVs and covering letters as required.</li> <li>• To act as personal tutor for first year PA students as required.</li> <li>• Plan and share the above duties and responsibilities in consultation with other Stage Management Tutors and Head of Technical Courses and the Head of Production.</li> <li>• To work within, endorse and promote the School's Vision and Values in all aspects of the role.</li> </ul> <p><b>Meetings Attendance:</b></p> <ul style="list-style-type: none"> <li>• Production Arts Courses team &amp; Course Management Committee meetings.</li> <li>• BOVTS staff meetings &amp; other relevant meetings as required from time to time.</li> </ul> <p><b>Budgetary Control:</b></p> <ul style="list-style-type: none"> <li>• Adhere to agreed budgets for training activities as required.</li> </ul> <p><b>External Liaison:</b></p>

	<ul style="list-style-type: none"> <li>• With relevant staff in partnering organisations.</li> <li>• With other relevant organisations to promote and widen understanding and knowledge of the course area.</li> <li>• Representing the School at meetings as agreed with the Head of Technical Courses and the Head of Production.</li> <li>• With potential employers for students.</li> <li>• With alumni and other professionals in the arts and entertainment industry.</li> </ul>
<p>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.</p>	
<p><b>Equal Opportunities</b></p>	<p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection:</b></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><b>Equality &amp; Diversity</b>  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 &amp; equipment, duties, practices or policies.</p> <p><b>Selection &amp; Assessment</b>  We use a range of methods at the interview stage to assess candidates</p>

	<p>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.</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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