

Job Description

Job Title	Workshop Assistant (fixed term contract-)
Reports To	Head of Scenic Construction
Line management responsibility	No direct reports
Department	Production Arts
Location	Based at the School's Sheene Road Scenic Workshop, but with input at other relevant locations as required.
Hours	<p>This is a term-time only role, predicated on a total of 1,578.4 hours per academic year (36 weeks plus 17.3 days holiday entitlement plus the appropriate level of bank holidays).</p> <p>Working time is 37.5 hours per week Monday to Friday plus 2.5 hours per week paid breaks aggregated over each term (12 weeks). Additional hours and days as necessary, some weekend and evening work is required in order to realise the production schedules.</p>
Salary	£16,447.57 inclusive of holiday pay (full time equivalent £21,673.60)
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension
Holidays	25 days per academic year pro rata (17.3 days) plus appropriate level of bank holidays, plus reasonably organised and pre-agreed Time Off in Lieu (TOIL).
Notice Period	Six weeks
Probationary Period	Six weeks

JOB DESCRIPTION	<p>The Workshop Assistant will work closely with the Head of Scenic Construction to support the delivery of scenic construction and scenic art on BOVTS theatre productions to ensure the training of students in this subject area meets professional industry standards;</p> <p>The role involves advising and assisting students but does not have full teaching responsibilities</p> <p>The role will assist in the safe and efficient delivery of scenic construction elements for the School's public theatre productions and the maintenance of the Sheene Road workshops to a high standard.</p>
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Duties and responsibilities

- Assist in the supervision and construction of the fabrication (metal and timber) of all scenic elements on productions.
- Advising and supporting student construction managers and teams on the realisation of scenery for the School's productions.
- Assisting the Head of Construction and the Head of Production with costing, planning, ordering and managing scenic construction and technical scenic elements and scenic art elements of BOVTS shows.
- Assist with planning the realisation of scenery designs in consultation with the staff and students in the Scenic Crafts and Design departments, under the supervision of the Head of Theatre Production.
- Assist with the management, maintenance and good housekeeping of the Sheene Road scenic construction site and its equipment.
- Unlocking and locking up of the workshops as required by the Head of Construction.
- Supervising the workshops to enable the Head of Construction to attend meetings, etc. at other BOVTS sites and production venues.
- Be present for the get-in/fit-up/strike/get-out of scenic elements during production weeks as required and supervise student teams from time to time as required by the Head of Construction.
- Support the Head of Construction with maintaining the health, safety and wellbeing of students in all scenic construction environments, abiding by health and safety law, policy and procedures.
- Liaising with the Scenic Crafts tutor based at the Downside Rd site to coordinate carpentry elements that can be built at the Downside Road construction workshop from time to time as required by the Head of Construction.
- Liaising with freelance scenic artists working on BOVTS productions
- Undertake basic scenic artwork on sets and other scenic elements as agreed with the Head of Construction and the

Person specification

Head of Production

- To continue to develop own professional skills and working methods as recognised within the industry.
- To work within, endorse and promote the School's Vision and Values in all aspects of the role.

Meetings Attendance:

- Production Arts Courses team meetings.
- BOVTS staff meetings & other relevant meetings as required from time to time.
- Production design meetings (white card / final design / etc.) as required
- Production progress meetings

Budgetary Control:

- Adhere to agreed budgets as required

Essential skills:

- good knowledge and experience of current theatre / industry practice, including timber and steel construction and scenic art; AutoCAD; related IT skills.

Desirable skills:

- high standard of interpersonal skills; patience and calm in supporting and students in training
- good organisation, self-organisation and housekeeping
- flexible approach to working
- ability to work under pressure and to strict deadlines
- knowledge of current Health and Safety legislation and practical experience of implementation of health and safety at work.

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.

Equal Opportunities

Bristol Old Vic Theatre School's approach to Recruitment and Selection:

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.

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.

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.

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.

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. 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.

	<p>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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