

Job Description

Job Title	Scenic Construction Supervisor & Tutor
Reports To	Head of Production
Responsible For	Freelance visiting specialists in the area of scenic construction
Department	Production
Location	The majority of the role's activities are based at the School's scenic workshop at Sheene Road in Bedminster, with input at other relevant locations as required.
Hours	This is a part-time post, predicated on 1560 working hours per year (plus holidays), under the School's annualised hours system. Occasional evening & weekend work may be required. Bristol Old Vic Theatre School supports flexible working whilst ensuring that the operational needs of the School are met.
Term	This a fixed-term post, to 11 July 2025.
Salary	£28,781 per annum (based on the full-time equivalent of £33,500 per annum)
Benefits	Flexible working hours, according to business needs. Complimentary tickets to Theatre School productions. Invitation to annual screening of students' film work. Join alumni masterclasses arranged for current students. Parking space on a first-come-first-served basis. Bring your (well-behaved) dog to work. Employee Assistance Programme available to all staff. Staff-led groups. Supportive and friendly environment.
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
Holidays	For full-time staff, the allowance is 264 hours per holiday year, inclusive of bank holidays. This is pro-rated accordingly in line with part-time hours.
Notice Period	Six weeks, after successful completion of probationary period
Probationary Period	Six months
Duties & Responsibilities	<p>Position Overview:</p> <p>The Scenic Construction Supervisor & Tutor will work closely with the Head of Production, Technical Courses Leader and Production Arts staff to ensure:</p> <ul style="list-style-type: none"> • The training of students in this subject area meets professional industry standards; • The safe and efficient delivery of scenic construction elements for the School's public theatre productions;

	<ul style="list-style-type: none"> ● The maintenance of the Sheene Road workshops to a high standard. <p>Duties & responsibilities:</p> <ul style="list-style-type: none"> ● Quantifying, costing, planning, ordering and managing scenic construction and technical scenic elements in liaison with the Head of Production. ● Planning the realisation of scenery designs in consultation with the staff and students in the Production Arts and Design departments, in liaison with the Head of Production. ● Fabrication of all scenic elements on productions. ● Get-in/fit-up/strike/get-out of scenic elements for BOVTS theatre productions. ● Maintaining health, safety and wellbeing of staff and students in all scenic construction environments, abiding by health and safety law, policy and procedures. ● Training, supervising and working with student construction managers and teams on the realisation of scenery for the School's productions. ● Training students in scenic construction techniques and aspects of stagecraft (e.g. Knots; identification and handling of stage equipment) and use of stage ironmongery ● In conjunction with the Technical Courses Leader, assessing students' competency on a pass / fail module in scenic construction, within the course framework and guidelines for assessment. ● Driving vans / trucks from time to time as required ● Providing support for the School's Premises Team with workshop health and safety and occasional maintenance support ● Developing own professional skills and working methods as recognised within the industry <p>Additional Requirements:</p> <ul style="list-style-type: none"> ● Attendance at course team staff meetings as required ● Attendance at BOVTS theatre production related meetings as required ● Member of the School's Health & Safety Committee ● Termly staff meetings <p>Budgetary Control:</p> <ul style="list-style-type: none"> ● Adhere to agreed budgets for the department and productions as set.
Person specification	<p>Essential:</p> <ul style="list-style-type: none"> ● Good knowledge and experience of current theatre / industry practice.

	<ul style="list-style-type: none"> • High level of scenic construction skills • Professional industry skills, understanding and knowledge of scenic construction • A high standard of interpersonal skills: patience; enthusiasm; commitment; and calm in supporting and developing students in training • A high level of organisation, self-organisation and housekeeping • Current driving licence. • Flexible approach to working. • Current knowledge of Health and Safety policy and legislation and practical experience of implementation of health and safety at work. • CAD and related IT skills <p>Desirable:</p> <ul style="list-style-type: none"> • A previous teaching or supervisory role in Scenic Construction would be desirable. • Ability to drive 7.5t trucks
Additional Information	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions where required and update them as they relate to the work as then being performed, or to incorporate any changes being proposed. This will be conducted in consultation with whoever is in post. It is the organisation's aim to reach agreement on changes, however if this is not possible, the organisation reserves the right to insist on changes to job descriptions once the consultation is complete.</p>
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,</p>

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. All disabled applicants (as defined by the Equality Act 2010) who meet the essential criteria as defined in the job description will guarantee an interview.

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.