

Job Description

Job Title	Senior Acting Tutor
Reports To	Director of Acting Courses
Line Management For	Visiting acting freelance and peripatetic staff engaged for the course
Department	Acting Department
Location	The majority of the Theatre School's activities are based at the School's Downside Road site, but with input at other relevant locations including the School's site at Christchurch Studios and other external venues.
Hours	40 hours per week during term time only, Monday – Friday. Occasional evening & weekend work may be required.
Salary	£35,000 per annum (pro-rata according to term-time only contract). Your salary will be pro-rated according to your working weeks, plus your paid annual leave.
Benefits	<ul style="list-style-type: none"> • Complimentary tickets to Theatre School productions • Invitation to annual screening of students' film work • Join alumni masterclasses arranged for current students • Parking space on 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	25 days per holiday year plus bank holidays (pro-rata according to term-time only contract). You will receive payment for your holiday entitlement as part of your salary.
Notice Period	Three months
Probationary Period	Six months
Please note that you will be required to undergo a full, enhanced DBS disclosure.	

<p>Person specification</p>	<p>Essential:</p> <ul style="list-style-type: none"> ● An understanding of and experience in teaching actor training employing pedagogies from a range of practitioners ● Experience teaching acting for screen and recorded media in a higher education or professional training environment. ● Experience in a higher education or professional training environment. ● A commitment to diversifying the curriculum beyond a Eurocentric perspective. ● An excellent communicator both orally and in writing. ● Ability to take initiative, problem solve and work with a calm, positive and professional approach. ● Ability to be flexible and adaptable in your approach. ● To be a strong team player and build positive relationships in a close-knit, supportive community of staff and students. ● Commitment to own professional development. <p>Desirable:</p> <ul style="list-style-type: none"> ● Experience as a professional theatre/ screen director. ● Experience as a professional actor. ● Very good organisational skills, particularly regarding scheduling. ● A high level of computer skills and interest in technological innovations for training purposes.
<p>Duties and responsibilities</p>	<p>Overall responsibilities:</p> <ul style="list-style-type: none"> ● The Senior Acting Tutor will work within the Acting Department in close consultation with the Director of Acting Courses and Course Administrator to deliver modern actor training across the BA Professional Acting, and MA Screen Acting Courses. ● Assessing student learning and progression in this area, and contributing to the delivery and development of the acting curriculum as a whole. ● Perform other responsibilities commensurate with the role as required. <p>Specific responsibilities: Actor Training</p> <ul style="list-style-type: none"> ● Contribute to actor training (as required by the Director of Acting Courses) through classes, workshops, seminars and tutorials both face to face and online. ● As required, to direct text projects or productions in at least one of the following fields - theatre, radio or television, as agreed with the Director of Drama and Director of Acting Courses. ● Work with the Director of Acting Courses to identify and employ directors for in-house text projects.

- Organising and attending in-house and online auditions and feeding back to students as required.
- Assessing students including the keeping of records for academic purposes.
- Attending audition recall days and contributing to the assessment of applicants.
- Attending some of the first-round audition days and contributing to the assessment of applicants.
- Working with the Director of Acting Courses and the Acting Courses Administrator to ensure the smooth running of the department.
- As required, to teach skills on non-acting courses.
- To act as a Student Support Tutor for BA Professional Acting Students.

Reporting

- Act as Module Leader for the Acting Practice Module as well as any other modules stipulated by the Director of Acting Courses.
- Act as Second Marker on modules stipulated by the Director of Acting Courses.
- Undertake academic reporting, including module assessments.
- Responsibility for completing Students' Module Assessment forms.
- Reporting to Module Leaders meetings and Academic Board.

Meetings attendance

- Full and other staff meetings
- Academic Board (and any relevant subcommittees).
- Module Leaders/Programme Management Committee.
- Student liaison meetings Learning and Teaching Group.

Budgetary control

- Adhere to agreed budgets for training activities for which the post holder is responsible.

External liaison

- With other relevant organisations to promote and widen understanding and knowledge of the course area.
- Representing the school at external meetings as agreed with the Director of Drama and the Principal.
- With potential employers for students.
- With alumni and other professionals in the arts and entertainment industry.

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 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 experience 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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