

## Job Description

<b>Job Title</b>	Senior Voice & Dialect Tutor
<b>Reports To</b>	Head of Voice
<b>Line Management For</b>	N/A
<b>Department</b>	The Voice Department mainly provides voice and dialect training and support for BA (Hons) and Postgraduate acting course(s) and MFA Professional Voice Studies students. We are a vibrant and proactive department that also seeks opportunities to support students across all departments of the School including productions arts, directing, design, writing and costume.
<b>Location</b>	Based at the School's Downside Road site, but with input at other relevant locations; the tutor will be expected to travel to theatres and schools across the South West - wherever students are touring productions.
<b>Hours</b>	40 hours per week during term time only, Monday - Friday. Occasional evening & weekend work may be required.
<b>Salary</b>	£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.
<b>Benefits</b>	<ul style="list-style-type: none"> <li>● Complimentary tickets to Theatre School productions</li> <li>● Invitation to annual screening of students' film work</li> <li>● Join alumni masterclasses arranged for current students</li> <li>● Parking space on first-come-first-served basis</li> <li>● Bring your (well-behaved) dog to work</li> <li>● Employee Assistance Programme available to all staff</li> <li>● Staff-led groups</li> <li>● Supportive and friendly environment</li> </ul>
<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 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.
<b>Notice Period</b>	Three months
<b>Probationary Period</b>	Six months
<b>Please note that you will be required to undergo a full, enhanced DBS disclosure.</b>	



<b>Person specification</b>	<p><b>The post-holder will have:</b></p> <ul style="list-style-type: none"><li>• A postgraduate level qualification in Voice Studies.</li><li>• At least 5 years' teaching experience on a Higher Education acting programme.</li><li>• Experience of coaching and/or performing for professional theatre/recorded media.</li><li>• Experience of providing detailed feedback (orally and written) at Masters level</li><li>• Wide current knowledge of voice practice in professional theatre and recorded media.</li><li>• Wide current knowledge of issues relating to the Higher Education sector.</li><li>• A commitment to diversifying the curriculum beyond a Eurocentric perspective.</li></ul> <p><b>The post-holder will be:</b></p> <ul style="list-style-type: none"><li>• An excellent communicator.</li><li>• Able to organise themselves within a busy and demanding timetable.</li><li>• Able to build positive relationships with colleagues and students.</li><li>• A highly flexible, reliable and committed individual.</li><li>• Able to work as part of a team, and also on their own initiative.</li><li>• Research active or have an interest in developing practice through research.</li></ul>
<b>Duties and responsibilities</b>	<p>The purpose of this role is, along with the Head of Voice and other colleagues, to develop and deliver actor training to a world-leading standard.</p> <p><b>Overall responsibilities</b></p> <ul style="list-style-type: none"><li>• Teaching practical voice, speech, text and dialects across all acting courses in groups and individually.</li><li>• Teaching on the MFA Professional Voice Studies course.</li><li>• Providing voice and dialect support to both in-house text projects and public performances.</li><li>• Adherence to all relevant School policies and procedures.</li><li>• Perform other responsibilities commensurate with the role as required.</li></ul>

**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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