

Job Description

Job Title	Stage Management Tutor
Reports To	Head of Production
Responsible for	No direct reports
Department	Production
Location	The majority of the Theatre School's activities are based at the School's Clifton site, situated on Downside Road, but with input at other relevant locations, particularly performance venues, as required.
Hours	40 hours per week, in term-time only. Pre-agreed additional paid hours as necessary (occasional weekend or evening work will be required to facilitate productions).
Term	This a fixed-term post, to 11 July 2025.
Salary	£31,000 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	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	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	Six weeks
Probationary Period	Six months

JOB DESCRIPTION	In collaboration with the Senior Stage Management Tutor, to deliver the current Stage Management (SM) curriculum and production support, ensuring all students are taught and work to current industry practices and skills.
Person specification	<p>Essential skills:</p> <ul style="list-style-type: none"> Substantial professional theatre stage management experience.

	<ul style="list-style-type: none">• Driving licence and capability of driving Transit / Luton van for small scale tour support. <p>Desirable skills:</p> <ul style="list-style-type: none">• Experience of working in a training environment, mentoring young SM team members or leading SM workshops for young people.• Score reading, Photoshop, small scale prop making• Working knowledge of Google platform
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Duties and responsibilities

Teaching:

- To deliver the Stage Management training as required by the course content.
- To assess students in Stage Management.
- In collaboration with the Senior Stage Management Tutor, to undertake the development and scheduling of the course content, including the booking of visiting specialists as required.

Productions:

- To mentor, nurture and develop SM students whilst in production on a regular basis.
- Arrange tutorials with SM students before, during and after production periods and to assess students' work and progress.
- During production week, supervise, observe and advise on the relevant practices as required.
- Maintain current industry practices in the school.
- To run production meetings in Production Manager's absence.
- To attend and observe all relevant show meetings including cueing meetings, props parades and rehearsals as required.
- To drive vans to support small scale touring productions.

Promotion/student recruitment:

- To promote the Stage Management course, including attendance at careers fairs and visiting local colleges and schools as required.
- With Senior Stage Management Tutor, interview and select applicants for the course when asked to do so.

Other duties:

- Work with final year SM students on work placements, CVs and covering letters as required.
- To act as personal tutor for PA course students as required.
- Plan and share the above duties and responsibilities in collaboration with Senior Stage Management Tutor.
- To work within, endorse and promote the School's Vision and Values in all aspects of the role.

Meetings Attendance:

- Production Arts Courses team & Course Management Committee meetings.

	<ul style="list-style-type: none"> • BOVTS staff meetings & other relevant meetings as required from time to time. <p>Budgetary Control:</p> <ul style="list-style-type: none"> • Adhere to agreed budgets for training activities as required <p>External Liaison:</p> <ul style="list-style-type: none"> • With relevant staff in partnering organisations. • With other relevant organisations to promote and widen understanding and knowledge of the course area. • Representing the School at meetings as agreed with the Technical Courses Leader and the Head of Production. • With potential employers for students. • With alumni and other professionals in the arts and entertainment industry.
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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>Equal Opportunities</p>	<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, race, religion or belief, sex, sexual orientation, social class, transgender,</p>
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	<p>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 & equipment, duties, practices or policies.</p> <p>Selection & Assessment</p> <p>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 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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