

JOB DESCRIPTION

JOB TITLE:	Props Supervisor & Tutor
REPORTS TO:	Head of Production
RESPONSIBLE FOR:	Freelance visiting specialists in the areas of props and scenic construction
DEPARTMENT:	Production
LOCATION:	The majority of the Theatre School's activities are based at the School's Clifton site, situated on Downside Road, with input at other relevant locations as required.
HOURS:	40 hours per week, in term-time only. Pre-agreed additional paid hours as necessary (occasional weekend or evening work may 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.
HOLIDAY:	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.
PENSION:	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
NOTICE PERIOD:	Six weeks, after successful completion of probationary period
PROBATIONARY PERIOD:	Six months

<p>JOB DESCRIPTION:</p>	<p>Bristol Old Vic Theatre School (BOVTS) is recognised as a centre of excellence in vocational training in all aspects of theatre, film, TV and radio.</p> <p>The role is responsible for scenic craft elements of the Production Arts course, in particular prop making tuition and making on productions.</p>
<p>MAIN DUTIES:</p>	<p>Productions</p> <ul style="list-style-type: none"> • Props Construction and Scenic Construction on productions to include: training, supervision and guidance of students working on prop makes and scenic elements for productions with particular reference to the realisation of the artistic and practical requirements of the production safely and to budget. • Attendance at course team staff meetings as required. • To provide support on fit ups and get outs as required. • Provide additional support for the Scenic Construction Manager through the occasional building of scenery. • Provide additional workshop facility for construction for other departments e.g. Props, LX and TV/Film. <p>Additional areas of responsibility</p> <ul style="list-style-type: none"> • To train students in workshop and production Health and Safety including: the correct method and handling of tools and equipment; accurate recording and writing of Risk Assessments; workplace conduct and discipline; and to instil a Duty of Care to themselves and to each other in the workplace. • To train students in aspects of stagecraft e.g. Knots; identification and handling of stage equipment; and use of stage ironmongery. • Recruiting guest tutors to work in the workshop and props department (in liaison with the Head of Stage Management Courses/Head of Theatre Production) either on production or for 1st year students • The management and good housekeeping of all related working and storage areas. • Organising, ordering and purchasing materials and equipment for teaching and productions as necessary. • To develop own professional skills and working methods as recognised within the industry. • Support for the School's Premises Team with workshop health and safety and occasional maintenance support.
<p>OTHER TASKS:</p>	<p>Reporting</p> <ul style="list-style-type: none"> • Departmental reporting as required for the School's annual monitoring report.

	<p>Meetings Attendance</p> <ul style="list-style-type: none"> • Member of the School's Health & Safety Committee (possibly) • Termly staff meetings <p>Budgetary Control</p> <p>Adhere to agreed budgets for the department and ad hoc projects as set from time to time.</p>
PERSON SPECIFICATION:	<p>A good knowledge of current theatre practice.</p> <p>A high level of prop making ability.</p> <p>Professional industry skills, understanding and knowledge of prop making and scenic construction</p> <p>A high standard of interpersonal skills: patience; enthusiasm; commitment; and calm in supporting and developing students in training</p> <p>A high level of organisation, self-organisation and housekeeping</p> <p>Current driving licence.</p> <p>Flexible approach to working.</p> <p>Current knowledge of Health and Safety policy and legislation and practical experience of implementation of health and safety at work.</p> <p>A previous teaching or supervisory role with prop making would be desirable.</p>
<p>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>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>
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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. 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.

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.