

# Bristol Old Vic Theatre School

## JOB DESCRIPTION

Job Title	Young Artists Manager
Position overview	<p><b>About Us:</b></p> <p>The Bristol Old Vic Theatre School (BOVTS) is one of the most prestigious drama schools in the United Kingdom, renowned for its rigorous and comprehensive training programs. Established in 1946, BOVTS has a rich history of producing some of the finest actors, directors, and theatre professionals in the industry. Our curriculum combines traditional techniques with innovative practices, ensuring our students receive the highest standard of education. With a commitment to excellence and a supportive, creative environment, BOVTS nurtures the talents of aspiring performers, equipping them with the skills and confidence needed to succeed in the competitive world of theatre and film.</p> <p><b>Position Overview:</b></p> <p>The Young Artists Manager at the Bristol Old Vic Theatre School (BOVTS) is a pivotal role responsible for ensuring the safety, well-being, and effective management of all Young Artist staff and students during the Sunday and summer performing arts classes. This program caters to up to 150 children, supported by a dedicated team of 12 staff members, including an assistant manager and a receptionist. The Young Artists Manager will oversee child protection, fire safety, and first aid protocols, creating a secure and nurturing environment conducive to learning and creativity. The role demands exceptional organisational, leadership, and communication skills to manage staff, engage with parents, and respond effectively to any emergencies.</p>
Reports To	Head of Commercial & International
Line Management For	Young Artist Leaders & Assistants
Department	Youth Courses

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.
Hours	<p>Young Artists Sunday Classes = on site 3.5 hours per week over 30 weeks per year</p> <p>Young Artists Summer Camps = on site 27.5 hours per week over 2 weeks per year</p> <p>Additional Administration = onsite or hybrid 6 hours per week over 30 weeks per year Sunday class term time. 3 hours per week over 2 weeks per year Summer Camp time.</p>
Fee	<p>Freelance Rate of:</p> <p>Young Artists Sunday Classes = £1490.00 per term</p> <p>Young Artists Summer Camps = £641.00 per week</p>
Notice Period	Four weeks.
Person specification	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>→ <b>Leadership and Management:</b> Ability to effectively line manage a team of 12 staff members, including an assistant manager and receptionist. Skilled in delegating tasks, providing support, and ensuring high performance.</li> <li>→ <b>Communication:</b> Excellent verbal and written communication skills. Capable of conveying information clearly and sensitively to children, parents, and staff.</li> <li>→ <b>Organisational Skills:</b> Strong organisational skills to manage multiple responsibilities, including scheduling, attendance monitoring, and emergency procedures.</li> <li>→ <b>Problem-Solving:</b> Proactive in identifying potential issues and resolving them swiftly. Able to make quick decisions in emergency situations.</li> <li>→ <b>Attention to Detail:</b> Meticulous in ensuring that all safety protocols are followed, and records are accurately maintained.</li> <li>→ <b>Empathy and Sensitivity:</b> Understanding and compassionate towards the needs and concerns of young artists and their families. Ability to handle sensitive situations with care.</li> <li>→ <b>Training and Development:</b> Committed to ongoing professional development and training, both personally and for the team.</li> <li>→ <b>Resilience and Adaptability:</b> Able to remain calm and composed under pressure, adapting to changing situations and demands.</li> <li>→ <b>Passion for Arts Education:</b> Experienced in Arts Education and a genuine drive to deliver the highest level of tuition to our students along with the insight of the transformative nature of Theatre and Film Training.</li> </ul>

**The post holder will be required to hold the following qualifications if successful. If they are not currently held, the Theatre School will provide access:**

- Valid Enhanced DBS check. (check can be performed by the school if successful)
- Valid 12-hour Paediatric First Aid certification. (training can be offered in this area)
- Completed Fire Marshal training (training can be offered in this area)

**Preferred:**

- Previous experience working with children in a performing arts context.
- Degree in education, performing arts, or a related field.
- Additional certifications or training in child psychology, education, or related areas.
- Experience in curriculum planning and advising.
- Familiarity with emergency response procedures specific to educational settings.

Duties and responsibilities

**Key Responsibilities:**

- **Child Protection and Safeguarding:** Ensure student safety, complete child protection training, monitor attendance, and manage authorised pickups.
- **Team Management:** Lead and support a team of 12 staff members, including an assistant manager and receptionist.
- **First Aid:** Administer first aid within training limits and complete necessary reports.
- **Fire Safety:** Act as Fire Marshall in the event of alarms, investigate alerts, coordinate evacuations, and manage fire safety protocols.
- **Emergency Response:** Handle emergencies effectively, involving authorities as needed and communicating with key contacts.
- **Confidentiality:** Working with professionalism and clear understanding of confidentiality with regards to staff, students and families personal information.
- **Schedule Management:** Manage the schedules of core and cover teachers to ensure consistent student-teacher ratios, especially during staff absences.
- **Class Supervision:** Ensure the smooth running of classes by actively supervising sessions, addressing any disruptions, and providing support to teachers as needed.
- **Student Progress Tracking:** Monitor student progress and development, providing feedback to teachers and parents/guardians as appropriate.
- **Curriculum Development:** Collaborate with senior staff to develop and enhance the curriculum, ensuring it meets the needs of the students and aligns with educational standards.
- **Staff Training and Development:** Be aware of any gaps in knowledge and inform your line manager of opportunities for staff to enhance their skills and knowledge in child protection, first aid, and other relevant areas.
- **Parent/Guardian Communication:** Maintain open and transparent communication with parents/guardians regarding student progress, upcoming events, and any concerns or issues that may arise.

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|  | <ul style="list-style-type: none"><li>→ <b>Program Evaluation:</b> Regularly evaluate the effectiveness of the Young Artists program, gathering feedback from staff, students, and parents to identify areas for improvement and implement necessary changes.</li><li>→ <b>Administrative Duties:</b> Handle administrative tasks related to the Young Artists program, such as maintaining records and preparing reports for senior management.</li></ul> |
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### **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 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 or engagement with BOVTS.

We are committed to engaging 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 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.