

Bristol Old Vic Theatre School

JOB DESCRIPTION

Job Title	Young Conservatoire Leader
Position overview	<p>About Us:</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>Course Overview:</p> <p>The Young Conservatoire is a comprehensive and immersive acting program designed for ambitious students aged 16-18 who aspire to pursue higher education in drama schools or embark on a professional acting career. This course is carefully crafted to provide a rigorous foundation in acting technique, voice work, movement studies, industry insights, and networking opportunities. Over each ten-week term, students will engage in a dynamic and structured curriculum to develop their skills and confidence as emerging actors.</p> <p>Position Overview:</p> <p>The Young Conservatoire Leader will be the primary teacher for the Young Conservatoire course running on Thursday evenings between 6pm-8pm in the Weston Studio. They will be responsible for delivering challenging but accessible work to a group of up to twenty 16-18 year olds who have auditioned to be a part of the Young Conservatoire and demonstrate potential to study at drama school or participate professionally in the acting industry.</p> <p>Classes will be predominantly acting focussed, however, insight into voice and movement will be integral to the student's all round progression. Each ten week term culminates in a showcase to friends, family and BOVTS staff of either scripted or devised work.</p>

Reports To	Head of Commercial & International
Line Management For	n/a
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	Thursday evenings 6pm-8pm Term time only
Fee	£685.00 per term
Notice Period	Four weeks.
Person specification	<p>Essential:</p> <ul style="list-style-type: none"> → Communication: Excellent verbal and written communication skills. Capable of conveying information clearly and sensitively to children, parents, and staff. → Organisational Skills: Strong organisational skills to manage multiple responsibilities, including scheduling, attendance monitoring, and emergency procedures. → Problem-Solving: Proactive in identifying potential issues and resolving them swiftly. Able to make quick decisions in emergency situations. → Attention to Detail: Meticulous in ensuring that all safety protocols are followed, and records are accurately maintained. → Empathy and Sensitivity: Understanding and compassionate towards the needs and concerns of students and their families. Ability to handle sensitive situations with care. → Resilience and Adaptability: Able to remain calm and composed under pressure, adapting to changing situations and demands. → Passion for Arts Education: 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. <p>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:</p> <ul style="list-style-type: none"> → Valid Enhanced DBS check. (check can be performed by the school if successful)

Skills and Qualifications:

Teaching and Instructional Skills

- **Teaching Experience:** Proven experience in teaching acting, particularly to young people aged 16-18.
- **Curriculum Development:** Ability to design and implement a comprehensive and engaging acting curriculum.
- **Classroom Management:** Skills in managing a classroom, maintaining discipline, and fostering a positive learning environment.

Acting and Performance Skills

- **Acting Expertise:** In-depth knowledge and practical experience in acting techniques.
- **Voice Training:** Proficiency in voice training techniques to help students with vocal projection, clarity, and control.
- **Movement Skills:** Competence in movement studies to teach students how to use their bodies effectively in performance.

Interpersonal and Communication Skills

- **Communication Skills:** Strong verbal and written communication skills to clearly convey concepts and instructions.
- **Interpersonal Skills:** Ability to build rapport with students, parents, and colleagues and provide constructive feedback.
- **Mentoring:** Skills in mentoring and nurturing young talent, helping students to grow and develop their abilities.

Organisational and Administrative Skills

- **Organisational Skills:** Ability to organise classes, schedules, and term showcases efficiently.
- **Time Management:** Efficiently manage class time and balance the various elements of the curriculum.
- **Administrative Skills:** Proficiency in handling administrative tasks related to course management.

Industry Knowledge and Networking

- **Industry Insight:** In-depth knowledge of the drama school landscape and the acting industry to provide valuable insights to students.
- **Networking Skills:** Ability to connect students, via their parents, with industry professionals and opportunities.

Creativity and Adaptability

- **Creative Skills:** Creativity in designing engaging lessons and directing student showcases.
- **Adaptability:** Flexibility to adapt teaching methods to suit different learning styles and respond to the needs of students.

	<p>Qualifications and Experience</p> <ul style="list-style-type: none"> → Relevant Degree: A degree in Drama, Theatre Arts, Performing Arts, or a related field. <p>AND/OR</p> <ul style="list-style-type: none"> → Professional Experience: Experience as a professional actor or in a related role within the theatre or film industry. <p>Additional Attributes</p> <ul style="list-style-type: none"> → Passion for Theatre: A genuine passion for theatre and a commitment to nurturing the next generation of actors. → Supportive Attitude: A supportive and encouraging attitude to help build students' confidence and skills. → Previous experience working with children in a performing arts context. → Additional certifications or training in child psychology, education, or related areas. → Familiarity with emergency response procedures specific to educational settings. <p>These skills and qualifications collectively ensure that the Young Conservatoire Leader can effectively teach and inspire students, preparing them for future success in drama schools or professional acting careers.</p>
<p>Duties and responsibilities</p>	<p>Key Responsibilities:</p> <ul style="list-style-type: none"> → Child Protection and Safeguarding: Ensure student safety, complete child protection training, monitor attendance, and manage authorised pickups. → 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. → 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. → Parent/Guardian Communication: Maintain open and transparent communication with parents/guardians regarding student progress, upcoming events, and any concerns or issues that may arise. → Program Evaluation: 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.

	→ Administrative Duties: Handle administrative tasks related to the Young Artists program, such as maintaining records and preparing reports for senior management.
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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.