

### Job Description

<b>Job Title</b>	Costume Tutor
<b>Reports To</b>	Head of Costume
<b>Responsible For</b>	Freelance visiting specialists in Costume, as required
<b>Department</b>	Costume
<b>Location</b>	The majority of the Theatre School's activities are based at the School's Downside Road, Clifton site, with input at other relevant locations as required.
<b>Hours</b>	This is a part-time post, predicated on 1500 working hours per year (plus holidays), under the School's annualised hours system. Occasional evening & weekend work may be required. Bristol Old Vic Theatre School supports flexible working whilst ensuring that the operational needs of the School are met.
<b>Term</b>	This a fixed-term post, to 11 July 2025.
<b>Salary</b>	£25,605.73 per annum (based on the full-time equivalent of £31,000 per annum)
<b>Benefits</b>	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. Employee Assistance Programme available to all staff. Staff-led groups. Supportive and friendly environment.
<b>Pension</b>	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
<b>Holidays</b>	For full-time staff, the allowance is 264 hours per holiday year, inclusive of bank holidays. This is pro-rated accordingly in line with part-time hours.
<b>Notice Period</b>	Three months, after successful completion of probationary period
<b>Probationary Period</b>	Six months
<b>Duties &amp; Responsibilities</b>	<p><b>Position Overview:</b></p> <p>Bristol Old Vic Theatre School (BOVTS) is recognised as a centre of excellence in vocational drama training.</p> <p>The BOVTS costume department provides exceptionally high quality training in professional costume construction and organisation for up to eight students per course year. The course is currently a two-year Foundation Degree with a third year BA Hons top-up available to eligible students. The course and the School have a national and international reputation with past students employed across the arts and entertainment industry. It is practical training operating within a 'producing house' environment.</p> <p>This fast paced, intensive course equips students of differing ages and abilities with the skills and opportunities to have a successful professional career in the Costume Industry upon completion of their training.</p> <p>As Costume Tutor, the post holder will work closely with the Head of Costume in developing a vision for the department and subject area across theatre and recorded media in line with the School's strategic direction and the current</p>

needs of the industry. The Costume Tutor will work closely with the Head of Costume to provide a positive learning experience for the students as they gain vital skills through practical show specific experience on the school's productions.

The department works closely with other departments at the School, in particular students on the MA in Theatre Design.

The Costume Making Tutor will work closely with the Head of Costume Course to ensure that the needs of all the costume students are fairly represented with those of other students at the School.

**Responsibilities:**

- Ability to teach all aspects of costume making to include; pattern cutting/drafting for men and women's garments, using flat patterns and draping on the stand, if needed.
- Ability to teach construction of modern and period costume including relevant foundation garments, if needed.
- Ability to teach construction of other allied skills including body padding, ruffs, and tailoring techniques if needed.
- Teaching hand and machine sewing; safe use of industrial and domestic sewing machines, overlockers and irons.
- Teaching students to take accurate body measurements.
- Oversee costume fittings and instruct students in altering costumes to ensure a correct fit.
- Ensuring students are trained in good workshop practice.
- Working with the Head of Course in the selection, assessment and pastoral care of costume students.
- Occasional teaching of costume skills to students on other technical courses.
- Ensuring constant and adequate supplies of materials and equipment for use in the department, subject to budgetary provision.
- Maintaining and developing close contacts with potential employers of Costume Course graduates.
- Developing the curriculum for inclusive Costume training in consultation with the Head of Course, in particular assisting the Head of Course in scheduling and timetabling students' training activities.
- Promoting the course to prospective students and employers.
- Supporting Head of Costume with maintenance of costume store and placement provider visits as required.
- Supporting Head of Costume with sharing occasional technical rehearsal responsibilities and the ability to carry out current backstage processes with the costume students, including possible supervision.

**Meetings Attendance**

- Attending staff meetings and other meetings (including UWE) as required
- Production meetings, technical rehearsals and other associated aspects of the production process as required.

**Budgetary Control**

- Adhere to agreed budgets for training activities for which post holder is responsible

	<p><b>External Liaison</b></p> <ul style="list-style-type: none"> <li>• With other relevant organisations to promote and widen understanding and knowledge of the course area</li> <li>• With potential employers for students</li> <li>• With alumni and other professionals in the arts and entertainment industry</li> </ul>
<p><b>Person specification</b></p>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• Strong costume making skills / experience</li> <li>• Must be able to work as a team within the department and with the wider cohort of students at BOVTS.</li> <li>• Have a good knowledge of the current costume Industry.</li> </ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"> <li>• Experience of working in the higher education sector</li> <li>• Knowledge of Google classroom (training will be provided)</li> </ul>
<p><b>Additional Information</b></p>	<p>This is a description of the job as it is presently constituted. It is the practice of BOVTS to examine job descriptions where required and update them as they relate to the work as then being performed, or to incorporate any changes being proposed. This will be conducted in consultation with whoever is in post. It is the organisation's aim to reach agreement on changes, however if this is not possible, the organisation reserves the right to insist on changes to job descriptions once the consultation is complete.</p>
<p><b>Equal Opportunities</b></p>	<p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection</b> 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><b>Equality &amp; Diversity</b> 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, 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 &amp; equipment, duties, practices or policies.</p> <p><b>Selection &amp; Assessment</b> We use a range of methods at the interview stage to assess candidates against objective job criteria contained in the job description and</p>

	<p>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 guarantee 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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