

Job Description

Job Title	Head of MA Drama Directing
Reports To	Director of Studies
Responsible For	All freelance tutors engaged for the course
Department	Masters Courses
Location	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.
Hours	This is a part-time post, predicated on 1552 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.
Term	This a fixed-term post, to 31st August 2026
Salary	£31,986.90 per annum (based on the full-time equivalent of £37,420 per annum)
Pension	4% employer and employee contribution after 3 months' service into workplace pension administered by the People's Pension.
Holidays	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.
Notice Period	Three months
Probationary Period	Six months

Person specification	<p>Essential</p> <ul style="list-style-type: none"> ● Substantial experience of drama directing ● A sophisticated understanding of the drama industry in the UK ● Experience of teaching drama directing ● Organisational skills, particularly regarding scheduling ● Experience of working in Higher Education ● An MA in Drama or a related field ● Ability to be flexible and adaptable in your approach
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	<ul style="list-style-type: none"> ● To be a strong team player in a close-knit, supportive environment <p>Desirable</p> <ul style="list-style-type: none"> ● Substantial experience of drama directing across a wide variety of genre and media ● A sophisticated understanding of the drama industry beyond the UK
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Duties and responsibilities	<p>Overall Responsibilities:</p> <p>The Head of Course will ensure the quality, curriculum delivery, staffing, resources, smooth running and development of the MA in Drama Directing.</p> <p>Course Management</p> <ul style="list-style-type: none"> ● Module Leader for all modules of the Drama Directing MA, including academic reporting. ● Identifying and engaging visiting practitioners, using contract request procedures of the School. ● Liaising with visiting practitioners to ensure appropriate resources for sessions and workshops. ● Sharing relevant student information with visiting practitioners. ● Seeking opportunities for cross curricular teaching and learning. Liaising with other course leaders, particularly of Drama Writing, Performance Design and Voice Studies courses to maximise efficiency of teaching and learning through collaborations. ● Teaching on the course as appropriate. Occasionally teaching on other courses as the opportunities arise. ● Scheduling the timetable for the Drama Directing students, in liaison with other members of staff, other departments and externally as appropriate. ● Building Google timetable for students ● Identifying and organising industry liaison opportunities - either Assistant Director opportunities or meetings with relevant professionals. ● First marking of Drama Directing Modules, arranging for second marking, reporting and filing appropriately. ● Continued development and review of curriculum, including undertaking research projects in liaison with the Director of Studies.
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	<ul style="list-style-type: none"> ● Attendance in student-led rehearsals including technical rehearsals to observe, mentor, guide and provide support/feedback as necessary. ● Mentoring the students on an on-going basis, including regular meetings to monitor and mentor Assistant Director placements. <p>Academic Responsibilities</p> <ul style="list-style-type: none"> ● Developing, sharing and responding to feedback from MEQs ● Undertaking academic reporting, including module assessments. ● Responsibility for completing Students' Module Assessment forms. ● Reporting to Module Leaders meetings and Academic Board. <p>Recruitment</p> <ul style="list-style-type: none"> ● Promoting the course to prospective students in collaboration with the Marketing & Student Recruitment Dept. ● Interviewing applicants to the course and overseeing selection of students. <p>Other</p> <ul style="list-style-type: none"> ● The post holder may be called upon to direct School productions. ● Endorsing and promoting BOVTS vision and values across all areas of work. ● Performing other responsibilities commensurate with the role as required. ● Undertaking professional development and enhancement where possible, and as agreed with the line manager. <p>Meetings attendance</p> <ul style="list-style-type: none"> ● Full and other staff meetings Academic Board (and any relevant subcommittees) ● Course Leaders meetings ● Module Leaders/Programme Management Committee ● Student liaison meetings ● Learning, Teaching and Assessment Committee to be prioritised as much as possible <p>Budgetary control</p>
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	<ul style="list-style-type: none"> ● Adhere to agreed budgets for training activities for which the post holder is responsible. <p>External liaison</p> <ul style="list-style-type: none"> ● With other relevant organisations to promote and widen understanding and knowledge of the course area ● Representing the school at external meetings as agreed with the Director of Drama and the Principal ● 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.

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> <p>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.</p>
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	<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 & 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.</p> <p>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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