

Job Description

Job Title	Head of MA Screen Acting
Reports To	Director of Drama
Responsible For	Visiting tutors and practitioners
Department	Screen
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.
Term	This is a fixed term post, to August 2026.
Hours	This is a part-time post, predicated on 1548 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.
Salary	£31,547.84 per annum (based on the full-time equivalent of £37,000 per annum)
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.
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>Important to us:</p> <ul style="list-style-type: none"> • Demonstrable understanding of, and proven experience in, screen actor training, drawing on a range of practitioners • Extensive current knowledge of developing practice in screen acting in professional film and other recorded media. • In depth knowledge and understanding of the screen industry, the roles involved, the production process across all departments, current developments and trends, and the industry expectations of the screen actor. • Demonstrable experience of analysing scripts and genres, and of preparing a script for performance. • Ability to enable and support student self-reflection and critical thinking. • A commitment to the telling of diverse stories and to being a partner in change. • Ability to work with colleagues across other courses to introduce and/or develop opportunities for screen-related work into wider aspects of the School's training. • Experience of reporting against programme outcomes, timetabling, and budgetary control • Excellent communicator at all levels • Ability to be a highly effective team player and to build positive relationships with staff and students in a close-knit and supportive environment. • Highly organised and self-motivated. • A flexible and committed attitude with an appetite for change • Excellent IT skills
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Duties and responsibilities	<p>The Head of Screen Acting will:</p> <ul style="list-style-type: none"> • Be responsible for developing the shape of the School's screen provision across all acting courses, in consultation with the Director of Drama. • Provide leadership of the MA Screen Acting course • In conjunction with the Acting Courses Administrator, schedule the timetable for Screen Acting. • Identify and engage visiting practitioners as appropriate and according to available budget. • Make connections with industry representatives as part of the students' professional practice • Seek opportunities for cross curricular teaching and learning across the School. • Teach on the Screen Acting course as appropriate and teach on other courses as opportunities arise and according to availability. • Direct students in scenes and short film shoots as appropriate • Collaborate with the Film Production staff on the effective creation of student film work across courses, to ensure appropriate showreel material and on set experience. • Mentor the students on an on-going basis, including signposting appropriate pastoral care in consultation with the Student Support staff of the school. • Discuss the future strategy for screen with senior management and Trustees • First mark Screen Acting Modules, and arrange second marking, reporting and filing appropriately. • Promote the course to prospective students in collaboration with the Marketing & Student Recruitment Department. • Audition and interview applicants to the course and oversee selection of students. • Perform other responsibilities commensurate with the role as required
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	<p>Meetings attendance</p> <ul style="list-style-type: none"> • Full staff meetings and acting staff meetings • Academic Board (and relevant subcommittees) • Course Leaders Committee • Module Leaders/Programme Management Committee • Postgraduate Module Leaders Committee • Staff-Student Liaison Committee • Learning and Teaching Group • Trustees meetings by invitation <p>Budgetary control</p> <ul style="list-style-type: none"> • Adhere to agreed budgets for training activities for which 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 • With other relevant organisations and visiting artists to promote diversifying the curricula • With potential employers for students • With alumni and other professionals in the screen industry. • Representing the school at external meetings as agreed with the Principal and the Director of Drama
<p>This is a description of the job as it is presently constituted. It is the practice of Bristol Old Vic Theatre School 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>	

<p>Equal Opportunities</p>	<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 based on 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> <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 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.</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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