

## Job Description

<b>Job Title</b>	Charity Chief Executive Officer (CEO)
<b>Reports To</b>	Board of Trustees
<b>Line Management Responsibility</b>	Head of Brand & Marketing Head of Commercial & International Head of Finance Director of Drama and other roles as appropriate according to ELT/SMT structure
<b>Department</b>	Executive Leadership Team
<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 full-time post, predicated on 40 hours each week. 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>Salary</b>	Up to £80,495 (Full Time) depending upon experience and qualifications
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• Flexible working hours, according to business needs.</li> <li>• Complimentary tickets to Theatre School productions.</li> <li>• Invitation to annual screening of students' film work.</li> <li>• Join alumni masterclasses arranged for current students.</li> <li>• Parking space on a first-come-first-served basis.</li> <li>• Bring your (well-behaved) dog to work.</li> <li>• Employee Assistance Programme is available to all staff.</li> <li>• Staff-led groups.</li> <li>• Supportive and friendly environment.</li> </ul>
<b>Pension</b>	7.5% employee contribution and 10% employer contribution to the workplace pension administered by the People's Pension
<b>Holidays</b>	30 days per holiday year plus bank holidays
<b>Notice Period</b>	Three months after the successful completion of the probationary period
<b>Probationary Period</b>	Six months
<b>Duties &amp; Responsibilities</b>	<p><b>About Bristol Old Vic Theatre School</b></p> <p>Bristol Old Vic Theatre School is one of the world's foremost actor training institutions, renowned for its excellence in preparing students for careers in theatre, film, television and gaming industries. We are committed to fostering creativity, innovation, and professional development in the arts and higher education sectors.</p> <p><b>Position Overview</b></p> <p>We are seeking a dynamic and visionary Charity Chief Executive Officer (CEO) to lead Bristol Old Vic Theatre School into a new era of</p>

growth and innovation. The ideal candidate will possess a commercially oriented understanding of the modern theatre, film, television and gaming industries, and will be focused on planning and implementing innovative training courses to prepare students for these fields.

The CEO will be responsible for developing a sustainable financial model to support these courses, leveraging diverse revenue streams including tuition fees, grants, research funding, trusts and foundations, endowment funds, non-degree training, commercial training with industry, and fundraising giving.

### Key Responsibilities

- **Strategic Leadership:** Provide inspirational leadership, entrepreneurial spirit and strategic direction to the Charity as a whole, ensuring alignment with its mission and vision, redesigning and re-setting that mission and vision as necessary.
- **Innovative Course Development:** Work with the Executive Leadership team to deliver cost-effective, yet cutting-edge, training programs that meet the evolving needs of the theatre, film, television, and gaming industries.
- **Financial Sustainability:** Develop and execute a sustainable financial model, identifying and securing diverse revenue streams to support the charity and school's operations and growth.
- **Develop Partnerships:** Delivering against our goals will require us to work with complementary partners. These partnerships should be dynamic, forward-looking and a good cultural fit with the Charity's aims.
- **Stakeholder Engagement:** Build and maintain strong relationships with industry partners, donors, alumni, and other stakeholders to enhance the school's reputation and support.
- **International Connections:** Foster international collaborations and partnerships to expand the school's global reach and influence.
- **Operational Management:** Oversee the day-to-day operations of the school, ensuring efficient and effective management of resources.
- **Fundraising and Development:** Lead fundraising initiatives, including grant applications, donor engagement, and capital campaigns, to support the school's financial health.
- **Inclusive training.** The School is focused on developing talent, regardless of the individual's background and experience. "Talent first" - allowing our exceptional students to become the best versions of themselves is key to our ethos.
- **Community engagement.** We aim to be a significant cultural resource in our local region, reaching out to communities,

	schools, businesses and support organisations to enrich lives and open opportunities in the arts.
<b>Person specification</b>	<ul style="list-style-type: none"> <li>• <b>Experience:</b> Proven track record of commercial leadership, with an understanding of the arts and higher education sectors. Experience in the theatre, film, television or gaming industries is an advantage.</li> <li>• <b>Entrepreneurial Spirit:</b> Demonstrated ability to think innovatively and act entrepreneurially, with experience in startup environments or driving significant organisational change.</li> <li>• <b>Financial Acumen:</b> Strong understanding of financial management and sustainability, with experience in developing and managing diverse revenue streams.</li> <li>• <b>Leadership Skills:</b> Exceptional leadership and interpersonal skills, with the ability to inspire and motivate a diverse team.</li> <li>• <b>International Experience:</b> Experience in building and maintaining International partnerships and collaborations.</li> <li>• <b>Education:</b> Advanced degree or equivalent experience in a relevant field (e.g. Arts Management, Business Administration, Higher Education) preferred.</li> </ul>
<b>Additional Information</b>	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.
<b>Equal Opportunities</b>	<p><b>Bristol Old Vic Theatre School's approach to Recruitment and Selection</b></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><b>Equality &amp; Diversity</b></p> <p>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,</p>

	<p>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></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.</p> <p>Selection panels will keep written notes on each applicant, recording reasons for decisions taken. These are disclosable to the applicant.</p> <p>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 the 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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