

Job Description

Job Title	Acting Courses Administrator
Reports To	Head of Higher Education & Student Experience
Responsible For	No direct reports
Department	Acting
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	<p>This is a fixed-term part-time post, predicated on 727 working hours per year (plus holidays), under the School's annualised hours system. Occasional evening & weekend work may be required.</p> <p>Bristol Old Vic Theatre School supports flexible working whilst ensuring that the operational needs of the School are met.</p>
Salary	£10,800 per annum (pro-rata, based on the full-time equivalent of £27,000 per annum)
Benefits	<ul style="list-style-type: none"> • 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. The pro-rata allowance is 106 holiday hours per year.
Notice Period	2 months, after successful completion of probationary period
Probationary Period	Six months

<p>Duties & Responsibilities</p>	<p>Position Overview: The Acting Courses Coordinator plays a key role in the smooth administration of the Acting Courses, including updating timetables, arranging room bookings, updating administrative systems and raising contracts for visiting specialist teachers. In addition, the post supports the development of a cohesive timetabling framework that allows for strategic planning and overview.</p> <p>Responsibilities:</p> <ul style="list-style-type: none"> • Working with Acting Course Leaders, take responsibility for the updating of the Acting Courses timetables. • Be responsible for the publication, distribution and day-to-day management of the Acting courses timetables. • Share all timetabled room bookings with Reception to ensure an operational overview. • Monitor and manage the course timetables and respond to changing needs, which can often be last-minute. • Support Stage Door with relationships for external room hires for acting courses • Supporting the Head of HE & Student Experience in developing a cohesive timetabling framework that allows for strategic planning and overview. <p>Room allocation</p> <ul style="list-style-type: none"> • Be responsible for appropriate studio and room allocation for all acting courses' classes. • Be responsible for all external room bookings for the acting courses and publish weekly schedules as part of the overall timetable. <p>Contracting</p> <ul style="list-style-type: none"> • Raise contracts and administer the same in conjunction with the Finance Department. • Ensure return of contracts and that all relevant paperwork has been signed prior to contract beginning. <p>Meetings attendance</p> <ul style="list-style-type: none"> • Full and other staff and any relevant subcommittees. • Acting Staff Meetings <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Be flexible to adopt other tasks as the role develops
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Person specification	<p>Essential:</p> <ul style="list-style-type: none"> • Organisational skills, particularly regarding scheduling • Ability to be flexible and adaptable in your approach at all times • To be a strong team player in a close-knit, supportive environment • A passion for Equality, Diversity and Inclusion in the arts or Higher Education <p>Desirable:</p> <ul style="list-style-type: none"> • Experience in a Higher Education and/or creative setting • Experience of working with/in the charity sector and/or arts institution • Or the ability to illustrate transferable experience and skills • A passion for Equality, Diversity and Inclusion in the arts or Higher Education
Additional Information	<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>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 on the basis of the applicant's abilities and individual merits, measured against the job criteria and competencies.</p> <p>Equality & Diversity</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, 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. 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>
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	<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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