

Job Description

Job Title	Voice and Dialect Tutor
Reports To	Head of Voice
Responsible For	Voice and Dialect Teaching across the School
Department	Voice
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.
Working Hours and Organisational Requirements	This is a part-time graduate post, predicated on 832 hours in total, of which 726.4 are working hours and 105.6 hours is the leave entitlement, to be worked flexibly under the school's annualised hours system. The post holder will be contracted to work 832 hours per annum. The distribution of these hours may vary throughout the year in accordance with organisational need. It is anticipated that fewer hours may be required during Term 1, with a greater requirement for hours during subsequent terms, although this may vary according to operational requirements. The post holder is expected to recognise and accommodate the variable nature of the role and to be available to work their contracted annual hours when required by the organisation. The organisation will provide a minimum of 2 weeks' notice of the hours required, wherever reasonably practicable. 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 the end of July 2027
Pay	£10,600 per annum (based on the full-time equivalent of £26,500 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 the workplace pension administered by the People's Pension.
Holidays	Leave entitlement is 105.6 hours per annum, plus bank holidays.
Notice Period	Three months, after successful completion of probationary period

Probationary Period	Three months
Duties & Responsibilities	Position Overview: Bristol Old Vic Theatre School is recognised as a centre of excellence in vocational training. The Voice Department is vibrant, proactive and is central to training across all departments, providing voice and dialect teaching not only to the B.A. and Postgraduate acting courses, but also the Masters Directing, Designing and Writing courses. The main purpose of this role is to deliver actor training to a world-leading standard, along with the Head of Voice and other colleagues. The post holder will undertake the duties and responsibilities of the role as set out in this Job Description and as specifically directed by the Head of Voice, having regard to the organisation's operational requirements and priorities. The post holder may be required to undertake different duties and work different hours at different times of the year to meet organisational need, within the scope of the role and their contracted annual hours. Responsibilities: · Teaching voice, speech, text and dialects across all acting courses in groups and individually, as specifically directed by the Head of Voice. · Providing voice and dialect support to both in-house text projects and public performances. · Perform other responsibilities commensurate with the role as required. · Adherence to all relevant School policies and procedures. Additional Requirements: As this is a graduate role, you will be mentored throughout your contract. You will be observed teaching from time to time and will have regular meetings with your line manager where you and your line manager will have the opportunity to discuss matters arising from your teaching at BOVTS.
Person specification	Essential: The post-holder will have: • A postgraduate level qualification in Professional Voice Studies. • A firm grounding in Phonetics and the ability to teach a broad range of dialects. • Some experience of coaching actors in training, both in groups and individually and/or performing for professional theatre/recorded media. • Some experience of working with directors, stage managers and actors on productions.

	• Some experience of providing detailed feedback (orally and written). • Current knowledge of voice practice in professional theatre • Engagement with current knowledge of issues relating to the Higher Education sector. • A passion for Equality, Diversity and Inclusion in the arts or Higher Education • A commitment to diversifying the curriculum beyond a Eurocentric perspective. The post-holder will be: • A recently qualified voice teacher who is seeking to grow and develop their practice within a supportive team • An excellent communicator. • Able to take direction and self-reflect. • Able to organise themselves within a busy and demanding timetable. • Able to build positive relationships with colleagues and students. • A highly flexible, reliable and committed individual. • Able to work as part of a team, and also on their own initiative.
Additional Information	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.
Equal Opportunities	Bristol Old Vic Theatre School's approach to Recruitment and Selection 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. 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. 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. 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. 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 guarantee an interview. 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.
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