



BA Acting Courses Co-ordinator at Bristol School of Acting

Job Description:

The main responsibilities will be to co-ordinate the operation of the new BA (Hons) Acting for Screen and BA (Hons) Acting for Stage and Screen starting in 2021. The role will work to the Director of the Bristol School of Acting. It will also involve working closely with the Co Artistic Director of Bristol School of Acting and the Degree courses Programme Leader. As well as managing the day to day running of the courses, the BA Acting Courses Co-ordinator will act as line producer of the productions on the BA Acting for Stage and Screen based at Tobacco Factory Theatre.

The Co-ordinator will often be the first point of contact for applicants, existing students, professional practitioners who work with us and the many industry partners who will be associated with the school, and therefore will be responsible for projecting the high quality and professionalism for which the Bristol School of Acting is becoming known. The role will also involve significant liaison with the Admissions department at Bath Spa University who validate the degrees.

It is a very busy office, and the successful applicant will be able to juggle many complex and competing demands, solve problems and keep a cool head.

While office hours are set the post will require keeping on top of a complex set of responsibilities, sometimes out of hours. There will also be evening work associated with the productions (which will commence in September 2022).

There will be liaison with:

- Administrative and Finance Team
- Acting Teaching Team
- Tobacco Factory Theatres team
- Bath Spa University
- Visiting directors, designers and film-makers
- Communications Team
- Students

KEY RESPONSIBILITIES:

- **Managing the audition processes BA Acting for Screen and BA Acting for Stage and Screen**
 - Dealing with prospective student enquiries
 - Allocating audition slots
 - Informing candidates of the result of auditions
 - Maintaining contact with prospective students up to and including enrolment
 - Managing enrolment in September
- **Drawing up timetables and room allocation with the Course Leaders**
 - Booking additional space where required
 - Maintaining contact with students
- **Liaising with Bath Spa University**
 - Entering student grades on assessment software programmes
- **Issuing contracts for specialist acting and production tutors as well as external production staff**
- **Being the administrative point of contact for suppliers, venues and freelance practitioners**
 - Acquiring performing rights
 - Working with the finance team to maintain production budgets
 - Dealing with venue contracts
 - Issuing contracts to freelance production staff
 - Liaising with venues box offices to arrange complimentary tickets/ front of house arrangements
 - Liaising with the Marketing Manager and communications team to ensure the website is up to date with upcoming events/auditions and productions
 - Preparing invitation lists for productions including prospective students
 - Brokering contacts with agents and students.
- **There is a planned Acting Diploma trip to Moscow each year and the BA Acting Courses Co-ordinator will plan and co-ordinate the travel and visa arrangements**
- **Maintaining the organisation's communication with alumni**
- **OTHER:** To undertake other various responsibilities as directed by the Director of Bristol School of Acting and Course Leaders



PERSON SPECIFICATION:

Qualifications: Degree level education

Essential experience, knowledge and skills:

- Experience in a senior administrative role in theatre production
- Ability to communicate effectively both orally and in writing with a wide variety of stakeholders, especially with students, parents, and professional practitioners and partners.
- Ability to use IT systems, e.g Google Drive, Excel. We are an Apple office
- Excellent interpersonal / communication skills
- Ability to develop and maintain effective working relationships with team members
- Ability to manage, analyse and interpret data
- Ability to manage a complex and multi-strand workload, prioritising as necessary.
- Able to use own initiative and problem solve
- Ability to maintain accurate and up to date records
- Ability to meet tight deadlines and plan and manage own time effectively

Desirable experience, knowledge and skills:

- Some experience of working within education setting

The above responsibilities are subject to the general duties and responsibilities contained in the Staff Handbook.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will be subject to performance objectives agreed annually with the Director of Bristol School of Acting and these objectives will be reviewed annually.

APPLY:

By email to **jobs@boomsatsuma.com** with a CV and covering letter setting out why you would be the perfect candidate.

Applications without a covering letter will not be considered.

The closing date for applications Friday 6th August 2021 at 5pm.