CAPAS
CREATIVE AND PERFOMING ARTS SCHOOL

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JOB DESCRIPTION
VOICE TUTOR - BREATH, TEXT, SPEECH

We are seeking an inspirational individual to join our team as Voice Tutor with experience in teaching Accents/Dialects. Our training is will be industry focused with passion, quality and rigour: underpinned with a combined emphasis on craft training, care and attention to individual student development, and the strong ensemble ethic shared by staff and students. It is an exciting time to join CAPAS at the start of its journey, with plans over the coming years for further new programmes and cross-school initiatives, all of which will share the CAPAS's commitment to inclusivity, representation and progressive practice.

Main Duties & Responsibilities

- Deliver practical voice lessons across all CAPAS courses either individual, small groups or classes
- Teach a range of Accents and Dialects appropriate to performance training and professional industry standards.
- Provide additional support and voice tuition to students working on projects and performances, and occasionally lead voice-related projects, rehearsals, or activities.
- Contribute to the delivery and development of the voice curriculum, ensuring all tuition is aligned with a clear and supportive framework for student progression.
- Contribute to student assessment and feedback processes, including completing evaluation reports and participating in assessment meetings.
- Ensure that all voice teaching and assessment adheres to agreed academic standards and quality assurance procedures.
- Deal promptly and effectively with student issues or concerns, including disciplinary matters.
- Support the Head of Performance with recruitment, support, and management of visiting voice staff, and assist with planning and resourcing in line with financial procedures.
- Work collaboratively with academic and professional staff to support shared learning outcomes and contribute to the effective delivery of the voice programme.
- Maintain high standards of health and safety in all teaching and rehearsal settings, attend staff meetings as required, and engage in professional development activities.

To undertake any other duties that may reasonably be requested appropriate to the post.

Personal Qualities and Attributes

- Experience of working flexibly and productively as part of a creative team of full time and visiting staff with the ability to inspire, encourage and motivate others to attain the highest levels of achievement.
- Exceptional communication skills both orally and in writing. Ability to work creatively and imaginatively but also with close attention to detail.
- Ability to prioritise and manage workload and practical delivery of the programme of work as required.
- Ability to take initiative, problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to own professional development.
- Ability to work collaboratively and with professionalism as part of a team.
- Ability to prioritise and manage own workload.

Essential

- Knowledge and experience of teaching a range of voice pedagogies such as Cicely Berry or Kristin Linklater and the work of contemporary vocal practitioners, informed by a sound anatomical approach to practical work.
- Knowledge and experience of accent and dialect work.
- Experience of working and/or teaching voice at all levels, particularly in a vocational academic environment, preferably at higher education, conservatoire level or equivalent professional industry experience.
- Strong commitment to training the next generation of performers for the professional creative industries.
- Knowledge and experience of a broad range of approaches to voice, including voice in musical theatre and voice for screen and recorded media.

Desirable

- An understanding of the cultural and historical context of voice, accent and or dialect and training how it has evolved over time.
- Qualification in a relevant subject.
- Good IT skills
- Knowledge and experience of contemporary theatre and working creatively within the theatre-making process, with experience as a vocal coach in professional theatre.

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. In your cover letter of no more than 700 words please give brief examples of how you have exhibited these behaviours in your previous role(s) and experience. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.