

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Senior Scenic Art Tutor</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Design and Applied Arts</b>
<b>RESPONSIBLE FOR:</b>	<b>Supervision of visiting sessional and freelance staff as agreed with Head of Design and Applied Arts</b>
<b>WORKS CLOSELY WITH:</b>	<b>Senior Prop Making Tutor Master Carpenter/Senior Tutor and Deputy Master Carpenter Production and Stage Managers Freelance Designers, Scenic Artists and Prop Makers</b>
<b>LIAISES WITH:</b>	<b>Other Production Arts, Performance and Administrative Staff</b>

### BACKGROUND TO POSITION

Mountview is one of the UK's leading drama schools, fuelling the next generation of creative artists regardless of background or income through innovative contemporary training and the championing of new work. As Mountview continues to grow in profile and expand its range of courses, construction is now underway on its exciting new home: a purpose-built school and arts facility in Peckham, the vibrant heart of Southwark.

### MAIN PURPOSE OF POSITION

The Senior Scenic Art Tutor is a key member of Mountview's Production Arts department. Reporting to the Head of Design and Applied Arts, the post holder is primarily responsible for delivering lessons in scenic art and supporting students on production roles, as well as assessing student learning and progression in this area and contributing to the delivery and development of the Design and Applied Arts curriculum as a whole, including the new Scenic Art and Prop Making Foundation Degree planned for September 2018.

The Senior Scenic Art Tutor will also have joint responsibility for the management of the scenic art and prop making workshops, and will lead on the realisation of the scenic art requirements for productions, projects and events across the academic calendar. The post holder will work with senior tutors across disciplines to ensure that students receive the highest possible levels of tuition, guidance and support, and that tuition is responsive to students' individual development and the needs of the professional creative industries.

### KEY RESPONSIBILITIES

#### Training and Tuition

- Deliver lessons in scenic art across the full range of courses.
- Provide support and scenic art tuition for students working on projects and productions as required.

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- Take a lead role in projects, productions or other scenic art and prop making activities as required.
- Contribute to the delivery and development of the Design and Applied Arts curriculum as a whole.

## **Student Learning, Progression and Assessment**

- Ensure that scenic art tuition is delivered within a clear, agreed and supportive framework for student progression and development.
- Contribute to student assessment and feedback processes, procedures and meetings.
- Ensure that all scenic art teaching and student assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Complete monitoring, assessment and evaluation reports as required.

## **Student Recruitment and Welfare**

- Contribute to the process of recruiting, selecting and interviewing students, including attendance at careers fairs and workshops.
- Undertake the duties of Personal Tutor for an agreed allocation of tutees and seek to ensure the welfare of students at all times.
- Deal promptly and effectively with student issues or concerns, including academic support, pastoral care and disciplinary matters.

## **Staff and Resource Management**

- Assist the Head of Design and Applied Arts with the recruitment, support and management of visiting sessional and freelance staff.
- Assist in planning the staffing and resourcing of scenic art and prop making work, working within agreed budgetary parameters and financial policies and procedures.
- Assist in the operation and administration of all scenic art and prop making components of the Theatre Production Arts programmes.
- Be jointly responsible for the management of the scenic art and prop making workshops, ensuring that all tools, materials and equipment are fit for purpose, well maintained and kept in safe condition.
- Source, order and manage stocks of teaching and production materials as required.

## **Finance and Administration**

- Assist the Head of Design and Applied Arts in the management of scenic art and prop making budgets, working within agreed financial policies and procedures.
- Ensure that facilities and equipment are maintained in good working order and that clear asset registers are kept.

## **Team Working**

- Work collaboratively with other academic staff in pursuit of shared learning outcomes for students.
- Work constructively as part of the Design and Applied Arts team to ensure that key shared goals are achieved and issues resolved.

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- Participate in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.

## **Productions, Projects and Events**

- Take a lead role in the scenic art and prop making elements of productions, projects and events, organising, scheduling and carrying out venue calls as required, and assisting in the safe installation of scenic elements.
- Work closely with other staff and departments to realise the design requirements of productions, projects and events to the highest standard, working within agreed budgets and clear educational context and ensuring appropriate levels of student involvement and supervision.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Offer help, guidance and practical advice to students working on productions, projects and events, including attending rehearsals and working with students on notes given as required.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

## **Health and Safety**

- Act in accordance with Mountview's Health and Safety Policy at all times, giving due regard to the health and safety of both yourself and others in carrying out the duties of the post.
- Maintain the highest levels of health and safety standards in relation to scenic art and prop making facilities, activities and working practices, acting as a role model for students in these standards.
- Keep abreast of, work in accordance with and maintain accurate records in regard to all applicable Health and Safety legislation, including LOLER, WAH, PUWER, EAW, COSHH, MHAW, PPE, CNWR and the Environmental Protection Act 2000.
- Ensure that safe working practices are followed in the scenic art and prop making workshops at all times, e.g. Hot Work Permits, Safe Stacking of Materials, LEV and maintenance records for all machinery.
- Ensure that any person using machinery and equipment in the scenic art and prop making workshops has been properly trained and a record of their training has been given to the Head of Production Arts.
- Ensure that best practice is implemented in regard to the use and disposal of chemicals or waste in the scenic art and prop making workshops.
- Ensure that staff and students involved in scenic art and prop making activities for productions, projects and events are working in the correct and safe manner, and that current regulations, guidance notes and approved codes of practice are followed at all times.
- Help ensure that risk assessments are carried out, proper calculations are made and applicable Health and Safety legislation is complied with for all manufactured, built, erected, installed, rigged, flown, derigged and dismantled scenic elements of productions, projects and events.
- Assist in compiling and updating the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview Academy as and when required.

## **Other Duties**

- Any other duties as may be reasonably required.

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## PERSON SPECIFICATION

### Specialist Training and Teaching Experience

#### *Essential*

- Relevant degree or equivalent professional qualifications or experience.
- A minimum of two years' relevant experience in professional theatre or related industry.
- Strong commitment to training the next generation of creative practitioners.

#### *Desirable*

- Relevant teaching qualification.
- Experience of working in an academic environment, preferably at HE or conservatoire level.
- Experience of providing academic support and pastoral care to students.

### Scenic Art Skills and Experience

#### *Essential*

- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Experience of managing a scenic art workshop, with evidence of professional level scenic art skills.
- Knowledge and experience of a broad range of scenic art materials and techniques.
- Experience of planning, managing and delivering the scenic art elements of productions and events to a high standard.
- Experience of working effectively within budgets and to tight deadlines.
- Strong knowledge of Health and Safety for theatre/public performance.

#### *Desirable*

- Knowledge of prop making materials and techniques.
- Knowledge of scenic art in film, television or other related industry.
- Clean driving licence.

### 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.
- Ability to work creatively and imaginatively and with close attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Ability to prioritise and manage workload and deliver projects to budget and on schedule.
- Ability to take initiative, problem-solve and work within clearly delegated levels of authority with a calm, positive and professional approach.
- Commitment to own professional development.

## ADDITIONAL INFORMATION

The post holder must at all times carry out their responsibilities with due regard to Mountview's policy and commitment to Equal Opportunities.

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The post holder must accept responsibility for ensuring that Mountview's policies and procedures relating to Health and Safety in the workplace are adhered to at all times.

The post holder must respect the confidentiality of data stored electronically and by other means in keeping with the Data Protection Act and Mountview's Data Protection Policy.

The post holder must carry out their responsibilities with due regard to the non-smoking environment of Mountview Academy of Theatre Arts.

This post is based currently at Wood Green, London N22, but with relocation to new premises in Peckham, London SE15, planned in autumn 2018.

This job description is a guide to the nature of the work required. It is not wholly comprehensive or restrictive and may be reviewed with the post holder and line manager as operationally required.

## TERMS AND CONDITIONS

**Salary:** Circa £27K per annum, depending on experience.

**Contract:** Permanent.

**Hours:** 40 per week, normally 9:00am to 6:00pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, including evenings and weekends, as agreed with the post holder and determined by the needs of the business.

**Holiday:** 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter. Mountview currently closes during the Christmas break, normally totalling up to 7 days, excluding bank holidays. This is an operational closure period and does not form part of annual leave entitlement, however staff employed by the Academy at that point will be paid for the total period.

## CLOSING DATE

The closing date for completed applications is **Wednesday 21 February at 5pm**.

## INTERVIEWS

Interviews are expected to take place in the week commencing **Monday 26 February**.

## HOW TO APPLY

Please send a **covering letter** stating why you are interested in the post and your current salary, along with the **completed application form** by email (preferred) to [alistairowen@mountview.org.uk](mailto:alistairowen@mountview.org.uk) or by post to Alistair Owen, HR Administrator, Mountview, Clarendon Road, London N22 6XF. All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.