

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Stage Management Assistant</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Stage Management</b>
<b>WORKS CLOSELY WITH:</b>	<b>Senior Stage Management Tutors Production Managers Lighting and Sound Team Theatre Technical Team</b>
<b>LIAISES WITH:</b>	<b>Other Production Arts, Performance and Administrative Staff</b>

### ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools, developing the next generation of creative artists. We are passionate about providing access for all into the creative professions, regardless of background or income, through innovative contemporary training, industry-focused professional development and an ambitious programme of new and established work.

As Mountview continues to grow in profile and expand its reach, construction is nearing completion on our exciting new home – a purpose-built school and arts facility in Peckham, the vibrant heart of Southwark, boasting two new theatres, a range of public spaces available for hire and an evening and weekend community academy.

### MAIN PURPOSE OF POSITION

The Stage Management Assistant will be a key member of Mountview's Production Arts team, primarily responsible for helping realise the stage management requirements of Mountview productions, projects and events across the year; for supporting stage management students on production roles; and for assisting in the assessment of student learning and progression in this area.

### KEY RESPONSIBILITIES

#### Productions, Projects and Events

- Take on the role of ASM, DSM or Stage Manager on Mountview productions, projects or events as required.
- Help realise the stage management requirements of productions, projects and events to the highest standard, working within available 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.
- Help ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.
- Assist in facilitating non-Mountview productions or events in Mountview performance spaces.

#### Staff and Resource Management

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- Assist in the operation and administration of all stage management components of the Theatre Production Arts programme.
- Assist in the management of the department's props and furniture store.
- Help 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 Stage Management team to ensure that key shared goals are achieved and issues resolved.
- Take part in staff, student and other meetings, including assessment meetings as required.
- Undertake training and personal development as required/agreed.

## **Training and Tuition**

- Deliver lessons in stage management as required.
- Provide support and stage management tuition for students working on productions and projects as required.
- Contribute to the delivery and development of the Stage Management curriculum as a whole.

## **Student Learning and Welfare**

- Help ensure that stage management 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.
- Deal promptly and effectively with student issues or concerns, escalating to other staff members as appropriate and ensuring the welfare of students at all times.

## **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 stage management 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.
- Help ensure that best practice is implemented in regard to the safe disposal of all waste generated by the Stage Management department.
- Help ensure that staff and students involved in stage management work on 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.
- Assist in compiling and updating the Health and Safety File for productions.

## **Other Duties**

- Provide cover for other Stage Management staff as required.
- Any other duties as may be reasonably required.

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## PERSON SPECIFICATION

### Professional Skills and Experience

#### *Essential*

- A minimum of two years' relevant experience in a professional capacity.
- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Experience of delivering the stage management elements of productions and events to a high standard.
- Strong knowledge of Health and Safety for theatre/public performance.
- Strong commitment to training the next generation of creative practitioners.

#### *Desirable*

- Experience of working in an academic environment, preferably at HE or conservatoire level.
- Experience of providing academic support and pastoral care to students.
- Clean driving licence.

### Personal Qualities and Abilities

- Calm, positive and professional attitude.
- Strong communication, negotiation and interpersonal skills.
- Ability to encourage and motivate others.
- Ability to work collaboratively and productively as part of a creative team.
- Ability to prioritise and manage workload and deliver projects to budget and on schedule.
- Ability to problem solve.
- Ability to take initiative while working within clear delegated levels of authority.
- Ability to work imaginatively and with close attention to detail.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- 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.

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 General Data Protection Regulation (GDPR), and must abide by any GDPR related policies and procedures.

This post is based currently at Wood Green, London N22. Mountview will relocate all its operations to new premises in Peckham, London SE15, in September 2018.

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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 £24K per annum, depending on experience.

**Contract:** Permanent, full time.

**Hours:** 40 per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, as agreed with the post holder and determined by the needs of the business. The post holder may be able to take time off in lieu, within 2 months, having agreed it with their Line Manager.

**Holiday:** 28 days in the first year, including bank holidays, pro rata, rising with length of service thereafter.

## CLOSING DATE

The closing date for completed applications is **Tuesday 10 July at 9am**.

## INTERVIEWS

Interviews are likely to take place in the week commencing **Monday 16 July**.

## 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.