

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Senior Stage Management Tutor</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Stage Management</b>
<b>RESPONSIBLE FOR:</b>	<b>Supervision of sessional and freelance staff as agreed with Head of Stage Management</b>
<b>WORKS CLOSELY WITH:</b>	<b>2<sup>nd</sup> Senior Stage Management Tutor</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. We offer professional vocational training at foundation, undergraduate and postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

### MAIN PURPOSE OF POSITION

The Senior Stage Management Tutor is a key member of Mountview's Production Arts team, primarily responsible for delivering lessons in stage management 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 Stage Management curriculum as a whole.

Reporting to the Head of Stage Management, and working alongside the 2<sup>nd</sup> Senior Stage Management Tutor, the post holder will help realise the stage management requirements of productions, projects and events across the academic calendar, and 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 stage management across the full range of courses.
- Provide support and stage management tuition for students working on projects and productions as required.
- Take a lead role in projects, productions or other stage management activities as required.
- Contribute to the delivery and development of the Stage Management curriculum as a whole, including leading assigned modules.

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

- Ensure that stage management tuition is set 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 stage management 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 Stage Management with the recruitment, support and management of sessional and freelance staff.
- Assist in planning the staffing and resourcing of stage management work, working within agreed budgetary parameters and financial policies and procedures.
- Assist in the operation and administration of all stage management components of the Theatre Production Arts programme.
- Jointly manage with the 2<sup>nd</sup> Senior Stage Management Tutor the department's props and furniture store.
- Act as a point of contact for freelance show staff in the absence of Production Management.

## **Team Working**

- Work collaboratively with other academic staff in pursuit of shared learning outcomes for students.
- Work constructively as part of the Stage and Production 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.

## **Finance and Administration**

- Assist the Head of Stage Management in the management of stage management 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.
- Develop and maintain good working relationships with other drama schools, professional theatres, freelance technical/stage management staff, suppliers, casual and specialist workers and traders.

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## **Productions, Projects and Events**

- Take a lead role in all matters relating to technical/stage management support for productions, projects and events, liaising with Directors, Production Managers and other staff as required.
- Work closely with other staff and departments to realise the performance 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.
- 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 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 best practice is implemented in regard to the safe disposal of all waste generated by the Stage and Production Management department.
- Ensure that staff and students involved in 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.
- Contribute to 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.

## **PERSON SPECIFICATION**

### **Specialist Training and Teaching Experience**

#### ***Essential***

- Relevant degree or equivalent professional qualifications or experience.
- A minimum of three years' relevant experience in a professional capacity.
- 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.

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## Stage Management Skills and Experience

- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Experience of planning, managing and delivering the stage management 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.
- Clean driving licence desirable.

## Personal Qualities and Attributes

- Calm, positive and professional attitude.
- Strong communication, negotiation and interpersonal skills.
- Ability to manage, 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 to the highest level.
- 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 at Mountview's new premises in Peckham, London SE15.

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 £28K per annum, depending on experience.

**Contract:** Permanent, full time.

**Hours:** 40 hours 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.

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**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 **Wednesday 12 December at 9am**.

## **INTERVIEWS**

Interviews are likely to take place in the week commencing **Monday 17 December**.

## **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, 120 Peckham Hill Street, London SE15 5JT. All applications will be acknowledged. Late applications will not be considered.

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