

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Senior Sound Tutor (1 Year Fixed Term Contract)</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Lighting and Sound</b>
<b>RESPONSIBLE FOR:</b>	<b>Supervision of sessional and freelance staff as agreed with Head of Lighting and Sound</b>
<b>WORKS CLOSELY WITH:</b>	<b>Senior Lighting Tutor Production and Stage Managers Technical Team Freelance Directors, Musical Directors, Sound Designers and Production Electricians</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 Sound Tutor is a key member of Mountview's Production Arts team, primarily responsible for delivering lessons in sound across the full range of courses 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 lighting and sound curriculum as a whole.

Reporting to the Head of Lighting and Sound, and working alongside other technical and academic staff, the post holder will help realise the sound 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 sound across the full range of courses.
- Provide support and sound tuition for students working on projects and productions as required.
- Take a lead role in projects, productions or other sound and video activities as required.

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- Contribute to the delivery and development of the lighting, sound and video curriculum as a whole.

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

- Ensure that sound and video 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 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.
- 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 disciplinary matters.

## **Staff and Resource Management**

- Assist the Head of Lighting and Sound with the recruitment and management of sessional and freelance staff.
- Assist in planning the staffing and resourcing of sound work, working within agreed budgetary parameters and financial policies and procedures.
- Assist in the operation and administration of all sound components of the Theatre Production Arts programme.
- Be responsible for all sound equipment, maintaining it to the highest possible standard and advising on the updating of equipment on both a short and long term basis.

## **Team Working**

- Work collaboratively with other academic staff in pursuit of shared learning outcomes for students.
- Work constructively as part of the lighting and sound team to ensure that key shared goals are achieved and issues resolved as required.
- Take part in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.

## **Productions, Projects and Events**

- Take on the role of sound designer, engineer and/or operator on productions, projects and events as required and be responsible for sound/communications/video equipment as appropriate.
- Work closely with other full time and freelance staff to realise the sound/communications/video 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.
- Work closely with other departments to realise the design requirements of productions, projects and events.

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- 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.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

## **Finance and Administration**

- Assist the Head of Lighting and Sound in the management of sound budgets, working within financial policies and procedures.
- Organise, purchase or hire sound, video & communications equipment as required, working within agreed budgets and ensuring that all necessary licences are obtained, in consultation with the Head of Lighting and Sound.
- Ensure that facilities and equipment are maintained in good working order and that clear asset registers are kept, in consultation with the Head of Lighting and Sound.
- Develop and maintain good working relationships with other drama schools, professional theatres, freelance technical and sound staff, suppliers, casual and specialist workers and traders.

## **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 sound 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, BS7909 and the Environmental Protection Act 2000.
- Ensure that staff and students involved in sound and electrical 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.
- 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 sound and electrical elements of productions, projects and events.
- Assist in the compiling and updating of the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview Academy as and when required.

## **Other Duties**

- Provide cover for other Lighting and Sound staff as required in all matters relating to lighting, sound and digital production.
- Any other duties as may be reasonably required.

## **PERSON SPECIFICATION**

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

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- Relevant degree or equivalent professional qualifications or experience, with evidence of vocational training in sound.
- Experience of working in an academic environment, preferably at higher education or conservatoire level.
- Relevant teaching qualification desirable.
- Strong commitment to training the next generation of creative practitioners.

## **Production Sound Skills and Experience**

- A minimum of five years' relevant experience in professional theatre, broadcast media or related industry.
- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Relevant and up-to-date knowledge of sound, AV and communication equipment, including digital recording techniques.
- Experience of planning, managing and delivering the sound elements of projects, productions and events to a high standard.
- Experience of managing budgets.

## **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 but also 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 clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to own professional development.
- Clean driving licence desirable.

## **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 Data Protection Act and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's 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**

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- Salary:** Circa £28K per annum, depending on experience.
- Contract:** 1 year fixed term, with possibility of extension.
- Hours:** 40 hours 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. 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 **Wednesday 10 April at 9am**.

## INTERVIEWS

Interviews are expected to take place in the week commencing **Monday 15 April**.

## HOW TO APPLY

Please send a **completed application form** and **your current CV** 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.