

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Production Manager</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Production Arts</b>
<b>RESPONSIBLE FOR:</b>	<b>Supervision of Technical and Stage Management Staff</b>
<b>WORKS CLOSELY WITH:</b>	<b>2<sup>nd</sup> Production Manager Stage Management Team Lighting and Sound Team Design and Applied Arts Team Technical Manager and Technicians Company Manager Directors, Designers, Choreographers and Musical Directors</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 Production Manager is a key member of Mountview's Production Arts department, responsible for fulfilling the production management requirements of allocated productions, projects and events across the academic calendar. Reporting to the Head of Production Arts, and working alongside the 2<sup>nd</sup> Production Manager, the post holder will lead and supervise the work of in-house and freelance technical and stage management staff and oversee production requirements on-site and at external venues.

### KEY RESPONSIBILITIES

#### Productions, Projects and Events

- Lead on the production and technical management requirements of allocated productions, projects and events across the academic calendar.
- Work closely with key staff and departments to realise allocated productions, projects and events to the highest possible standard, working within available budgets and agreed schedules and ensuring appropriate levels of student involvement and supervision.
- Contribute to production planning meetings to address production, technical and scheduling issues.

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- Oversee and contribute to the costing of materials and resources for productions, projects and events, advise on the safety and feasibility of designs, and work with designers and students to produce accurate technical drawings as required.
- Oversee the build, fit up, on-stage rehearsals, first night, show running and get out of allocated productions, projects and events.
- Ensure that fit ups and get outs are fully planned and communicated and that scenery and equipment are safely installed and dismantled.
- Plan and manage the day-to-day running of allocated productions, projects and events, including all communications relating to external venues.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

## **Staff and Resource Management**

- Lead and supervise the work of in-house and freelance technical and stage management staff on allocated productions, projects and events.
- Assist the Head of Production Arts with the recruitment, support and management of other visiting sessional and freelance staff.
- Plan and manage staff and student hours on allocated productions, projects and events in line with relevant industry agreements and Mountview policies and procedures.
- Manage in-house technical resources with the Technical Manager, including sourcing, ordering and managing stocks of production consumables, and retaining and storing items from productions as required.
- Be responsible for Mountview's van and any hire vehicles used by the Production Arts Department.
- Maintain and develop relationships with outside suppliers, organisations and contractors.

## **Student Learning and Welfare**

- Offer help, guidance and practical advice to students working on productions, projects and events, and occasionally oversee a student project or other activity as required.
- Contribute to student feedback processes, procedures and meetings as required.
- Contribute to the delivery and development of the Theatre Production Arts curriculum.
- Seek to ensure the welfare of students at all times, and deal promptly and effectively with student issues or concerns, including disciplinary matters.

## **Team Working**

- Work constructively as part of the Production Arts 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.

## **Finance and Administration**

- Assist the Head of Production Arts in the management of departmental budgets, working within Mountview's financial policies and procedures.
- Manage the handling of petty cash, receipts, credit cards and order forms, including supervising students' handling of these, working within Mountview's financial policies and procedures.

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## 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 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.
- 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 elements of productions, projects and events.
- Compile and update the Health and Safety File for allocated 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

### Qualifications and Experience

#### *Essential*

- Relevant degree or equivalent professional qualifications or experience.
- Experience of working in a leadership capacity such as Technical, Production or Stage Management, either in professional theatre or similar environment.
- Knowledge and experience of contemporary theatre practice and working effectively within the theatre production process.
- Experience of planning, managing and delivering productions and/or events from budgeting to completion, to a high standard.
- Experience of running crews and staff teams of various abilities.
- Strong knowledge of Health and Safety for theatre and/or events.
- Knowledge of scenic construction.

#### *Desirable*

- Experience of working in an academic environment, preferably at HE or conservatoire level.
- Knowledge of the flying, rigging and dismantling of scenic elements.
- Knowledge of sound and lighting design, and AV.
- Knowledge of scenic art and prop making.
- Clean driving licence.

### Skills and Abilities

- Strong communication, negotiation and interpersonal skills.
- Ability to prioritise and manage workload and deliver projects to budget and on schedule.
- Ability to problem solve to the highest level.

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- Ability to work collaboratively and productively as part of a creative team.
- Ability to manage, encourage and motivate others.
- Ability to take initiative while working within clear delegated levels of authority.
- Ability to work imaginatively and with close attention to detail.

## Personal Qualities and Attributes

- Calm, positive and professional attitude.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Strong commitment to training the next generation of theatre practitioners.
- Commitment to self-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 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

**Salary:** Circa £28K per annum, depending on experience.

**Contract:** Permanent, full time.

**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, 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 4 June at 9am**.

## INTERVIEWS

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Interviews are expected to take place in the week commencing **Monday 10 June**.

## 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 Manager, 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.