

MOUNTVIEW

Job Description

JOB TITLE:	Head of Voice
RESPONSIBLE TO:	Director of Academic Affairs & Head of Undergraduate Performance
RESPONSIBLE FOR:	Senior Voice Tutors Sessional and Freelance Voice Staff
WORKS CLOSELY WITH:	Heads of Other Performance Disciplines
LIAISES WITH:	Production Arts Team Student Services Team Finance Team

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 Head of Voice is a key member of Mountview's Performance team, responsible for the strategic development, planning and delivery of voice training and all elements of the voice curriculum within Mountview's undergraduate and postgraduate Performance programmes.

Reporting to the Director of Academic Affairs & Head of Undergraduate Performance, and working closely with other Heads of other Performance disciplines, the post holder will 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

Strategic and Curriculum Development

- Lead the strategic development, planning and delivery of voice training and all elements of the voice curriculum within undergraduate and postgraduate Performance programmes.
- Develop a strong ethos and shared methodology for Mountview's voice work, and help create a framework for collaboration between Performance disciplines.
- Ensure that the highest possible standards are achieved in all aspects of Mountview's voice work, in particular in teaching, learning and performance.
- Contribute to the development of new courses, including short courses, as required.

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Teaching and Voice Support

- Lead and make a significant personal contribution to the teaching programme in voice.
- Provide additional tuition and support, including acting as voice/dialect coach, for productions, showcases and other public events and/or appoint and support suitable qualified visiting staff for these roles.
- Lead projects, rehearsals and other voice-related activities as required.

Student Learning, Progression and Assessment

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

Extra-Curricular Activities

- Develop talks, seminars, masterclasses, workshops, special projects and other extra-curricular activities for the benefit of students as appropriate.
- Contribute to Mountview's education and community work as required.

Student Recruitment and Welfare

- Take a key role in the process of recruiting, selecting and auditioning 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

- Plan the staffing and resourcing of all voice work, working within agreed budgetary parameters and financial policies and procedures.
- Recruit, support and manage sessional and freelance voice staff, working within HR policies and procedures and ensuring delivery of learning outcomes.
- Maintain the highest levels of health and safety standards and work within health and safety policies and procedures.

Team Working

- Work proactively with other Heads of Discipline, in particular Acting, Singing and Music, in pursuit of shared learning outcomes for students.
- Work constructively as part of the Performance team to ensure that key shared goals are achieved and issues resolved.
- Take part in staff, student and other meetings as required.

External Relations

- Liaise with validating and accrediting bodies as required.

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- Develop and maintain links with arts and other organisations and with individual practitioners where this may benefit Mountview and its voice work.
- Act as an ambassador for Mountview and help to ensure that its work is widely recognised and respected in the professional theatre, related industries and elsewhere.
- Undertake training and development as required/agreed.

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Specialist Training and Teaching Experience

- A successful and evidenced track record in voice training or as a voice coach for the professional theatre industry.
- A successful and evidenced track record of working in an academic environment, preferably at higher education or conservatoire level.
- Significant vocational teaching experience of voice for the professional industry is essential and a teaching qualification is desirable.
- Knowledge and understanding of contemporary theories of voice pedagogy and the work of leading voice practitioners, informed by a sound anatomical approach to practical work.
- Knowledge and experience of dialect work and of leading dialect practitioners.

Voice Skills and Experience

- A relevant degree with an MA in Voice Studies or equivalent specialist qualification.
- Knowledge and experience of working with singers and in a musical theatre context.
- Knowledge and experience of a broad range of classic and contemporary theatre and musical theatre repertoire.
- Knowledge and experience of contemporary theatre and working creatively within the theatre-making process.
- Knowledge and experience of a range of classic and contemporary film, television and radio.

Management and Team Working

- Experience of leading and managing a creative team of full time and visiting staff with the ability to inspire, encourage and motivate others.
- Experience of managing financial and other resources and of ensuring the effective delivery of a multi-faceted programme of work.
- Ability to build and sustain collaborative working relationships with colleagues and to work as part of a team.

Skills and Abilities

- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent written and verbal communication skills, including good telephone manner and ability to present well in person.
- Ability to take initiative while working within clear delegated levels of authority.

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- Ability to exercise tact and discretion in dealing with sensitive and confidential matters.
- IT-literate and highly proficient in using Microsoft Office, including Outlook, Word and Excel.

Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Strong commitment to training the next generation of creative performers.
- 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 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 £34-35K 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.

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 25 June at 9am**.

INTERVIEWS

First round interviews are likely to take place on **Monday 1 and Tuesday 2 July**.

Second round interviews are likely to take place on **Thursday 11 July**.

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HOW TO APPLY

Please send a **completed application form** and **your current CV** by email (preferred) to 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.