

MOUNTVIEW

Job Description

JOB TITLE:	Screen Acting and Recorded Media Technician
RESPONSIBLE TO:	Head of Screen Acting and Recorded Media
WORKS CLOSELY WITH:	Freelance Screen Acting and Recorded Media Tutors
LIAISES WITH:	Other Academic and Administrative Staff

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 Screen Acting and Recorded Media Technician will be a key member of Mountview's Performance team, responsible for supporting the day-to-day technical running of the Screen Acting and Recorded Media discipline, as well as delivering training in the technical aspects of screen acting and recorded media alongside the head of discipline and freelance tutors.

Reporting to the Head of Screen Acting and Recorded Media, and liaising with Tutors across Performance disciplines, the post holder will help 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

Technical Support

- Support the Head of Screen Acting and Recorded Media in the day-to-day technical running of the department, including:
 - Preparing and maintaining equipment for classes and projects.
 - Performing the role of camera operator and sound recordist for class and project work.
 - Carrying out the digitising and transcoding of media from class and project work.
 - Undertaking the editing and sound editing of class and project work.

Training and Tuition

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- Deliver training in the technical aspects of screen acting and recorded media across the Acting, Actor Musician and Musical Theatre pathways at foundation, undergraduate and postgraduate levels.
- Provide additional support and tuition to students working on screen acting and recorded media projects as required.
- Occasionally lead a project, rehearsal or other screen acting and recorded media activity as required.
- Contribute to the delivery and development of the screen acting and recorded media curriculum as a whole.

Student Learning, Progression and Assessment

- Help ensure that screen acting and recorded media 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.
- Help ensure that all screen acting and recorded media teaching and student assessment conforms to agreed standards, academic regulations and quality assurance procedures.

Student Welfare

- 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.

Staffing and Resourcing

- Assist the Head of Screen Acting and Recorded Media with the recruitment and support of visiting screen acting and recorded media staff.
- Assist in planning the staffing and resourcing of screen acting and recorded media work, working within agreed budgets and financial policies and procedures.

Team Working

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

External Relations

- Help develop and maintain relationships with external organisations and industry practitioners where this may benefit Mountview and its work.
- Attend external industry events as required and assist in hosting industry events at Mountview on occasion.

Health and Safety

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- Act in accordance with Mountview's Health and Safety Policy and applicable Health and Safety legislation 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 screen acting and recorded media facilities, activities and working practices, acting as a role model for students in these standards.

Other Duties

- Work with other teams and technicians across Mountview to facilitate screen and recorded media and associated work as required.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Skills and Experience

- Relevant degree or equivalent professional qualifications or experience, with evidence of vocational training in film-making or media production.
- Knowledge and experience of contemporary film, television and radio and working creatively within those industries.
- Good technical knowledge of photography, cinematography and sound recording.
- Experience and proven ability as an editor/sound editor of short films and showreels.
- Proficient in video editing using Final Cut or Adobe Premier, sound editing and recording using ProTools or Logic, and colour correction using Magic Bullet or DaVinci Resolve.
- Strong commitment to training the next generation of performers for the professional creative industries.
- Knowledge and experience of a broad range of approaches to acting desirable.

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.

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.

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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 £22-23K 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

Interviews are likely to take place in the **weeks commencing Monday 1 and Monday 8 July**.

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.