

MOUNTVIEW

Job Description

JOB TITLE: Development Events Manager (fixed term contact)

RESPONSIBLE TO: Development Director

WORKS CLOSELY WITH: Development Team
Commercial Director
Press, Marketing and Commercial Teams
Facilities and Duty Management Teams
Registry Team

BACKGROUND

Mountview is one of the UK's leading drama schools, discovering and training the most talented students for the international stage and screen. From acting to backstage specialisms, we offer the highest standards of intensive vocational training from our new purpose-built home. At any one time, over 70% of long running West End shows feature Mountview graduates – and in 2018, 95% of our BA graduates were working in the industry within a year.

Based in Peckham, we are at the heart of one of the most exciting areas of London. Our brand-new home includes two theatres, TV studios, recording facilities, 21 dance and drama studios and production arts training facilities. The two new auditoria – the 80-seat Backstage Theatre and the 200-seat main house completed with a £1m gift from Cameron Mackintosh – present around 21 productions annually by our students and feature classic plays, new writing and musicals plus activities from resident companies and community groups. Mountview is a totally different kind of learning experience, offering a unique combination of a drama school, a community arts building and a place for the creative industries to make their work.

We have an exciting six months ahead, with significant events celebrating the tenures of key leadership members, the completion of the outfitting of the new building and our public reopening post-covid. You will be at the heart of this, creating moments to mark these pivotal changes and supporting the stewardship of some of our closest champions and donors.

THE ROLE

The Development Team raise vital funds to support Mountview's mission and aims. After a £6.5m capital fundraising campaign, we are now building a new revenue fundraising function for Mountview, supporting key projects including the Judi Dench Fund for Access to Drama Training, our community and schools' programmes and strategic initiatives designed to support pathways for diverse theatre talent.

Final finishing touches to the 200-seat theatre and main foyer will be completed in summer 2021. This the last piece in the capital project and the autumn will be an important milestone to thank and celebrate the tremendous support of our capital donors, as well as signal the shift towards a revenue-focused fundraising vision for Mountview.

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Alongside this, in autumn 2021 Mountview's Chair Dame Vikki Heywood is stepping down, and we have exciting plans to celebrate her tenure and welcome her successor, Dame Rosemary Squire. Events will be an important part of ensuring a smooth transition and continue key relationships.

The Development Events Manager is a new, fixed-term role within Mountview's Development team, needed to help deliver key events including two high profile supporter events as well as our Graduation ceremony in autumn 2021. The post holder will report directly to the Development Director who leads the strategic vision for fundraising at Mountview, and will work closely with the Commercial Director, Development Manager, Development Officer and with teams across the school, to deliver these activities.

KEY RESPONSIBILITIES

Development Event Management

- Lead on the delivery of supporter events at Mountview, in particular, two high profile events taking place in late September and early November
- Manage event budgets, logistics and timelines, ensuring events are delivered on time and in budget and suppliers are paid promptly
- Develop event copy and materials, liaising with Mountview's Web & Design Manager to produce high quality print and digital items
- Coordinate all event communications including invitations, RSVPs and follow-up activity ensuring they are accurately recorded in the team's database Spektrix
- Source and coordinate with external suppliers including caterers, AV, security etc.
- Manage student involvement in events, including working with Mountview's Industry Liaison Manager and Director of Academic Affairs on recruiting students as performers and ambassadors, working within the policies set out in our Representation Strategy
- Coordinate with internal and external stakeholders, including chairing meetings, preparing agendas, taking accurate minutes and holding briefings as needed
- Responsible for on-the-night management of events, ensuring all aspects are delivered to a high standard and problems are solved quickly and effectively

Graduation

- Take on logistical responsibility for Mountview's 2021 Graduation ceremony, taking place in a West End theatre in November, working closely with departments across the school including Registry, Marketing and Commercial
- Liaise with Mountview's academic partner, University of East Anglia, on academic requirements and scripts
- Liaise with Honorary Doctorates and their teams as well as other special guests
- Liaise with academic robing specialists and other external suppliers

General

- Build effective relationships with colleagues across Mountview and with external suppliers
- Be aware of, and ensure compliance with, guidance around use of personal data, financial details and financial transactions, always striving for best practice
- Undertake any other duties as may reasonably be required in the post

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PERSON SPECIFICATION

Essential

- Experience of managing events
- Confident engaging and building trust with a wide range of stakeholders from students and staff to VIPs and high-profile individuals
- Excellent time management, strong organisation skills and the ability to balance a demanding workload
- Calm under pressure and able to think on your feet in a pressured environment
- Meticulous attention to detail
- Interest in the arts and/or education sectors

Desirable

- Experience of managing events within a fundraising team, arts / cultural organisation or higher education environment
- Experience of working on graduation / academic ceremonies
- Experience of working with event committees / working groups
- Familiarity and working knowledge of fundraising or CRM databases, particularly Spektrix

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. Depending on agreed start date and government Coronavirus guidance, the post holder may commence work entirely remotely or in a combination of remote and office-based working.

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 £30K per annum, depending on experience.

Contract: Fixed term, from mid-August to end of November 2021, exact dates to be agreed with candidate on appointment.

Hours: 40 per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day.

The post will require some evening and early morning work to deliver events. In addition, there will be a variable workload combined with the need to meet specific

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deadlines and targets which will necessitate some irregular working hours. The post holder may be able to take time off in lieu, within 2 months, having agreed it with their line manager.

Depending on experience, we would be open to offering the role on 4 day per week basis or with flexible working hours, providing that the candidate is fully available on agreed event days.

Holiday: 28 days, including bank holidays, pro rata.

CLOSING DATE

The closing date for completed applications is **Tuesday 29 June at 9am**.

INTERVIEWS

Interviews are likely to take place in the week commencing **Monday 5 July**.

HOW TO APPLY

Please send a **completed application form** and **equal opportunities monitoring form** with **your current CV** to Alistair Owen, HR Manager, at alistairowen@mountview.org.uk.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer. We actively encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.