

MOUNTVIEW

Job Description

JOB TITLE:	Scenic Construction Manager
RESPONSIBLE TO:	Head of Technical & Production
RESPONSIBLE FOR:	Deputy Scenic Construction Manager Supervision of freelance and other workshop staff as agreed with Head of Technical & Production
WORKS CLOSELY WITH:	Production and Stage Managers Senior Scenic Art and Prop Making Tutors Freelance Designers, Scenic Artists and Prop Makers
LIAISES WITH:	Other Technical and Production Arts Training 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 Scenic Construction Manager is a key member of Mountview's technical team, responsible for supporting the Head of Technical & Production in the management of the construction workshop; line managing and supervising the work of the Deputy Scenic Construction Manager; and leading the scenic builds of all productions, projects and events across the academic calendar, on site and at external venues.

KEY RESPONSIBILITIES

Productions, Projects and Events

- Lead on the scenic builds of all productions, projects and events across the academic calendar, including the construction of scenery, furniture, stage properties and stage effects, on site and at external venues.
- Ensure that the scenic construction elements of all productions, projects and events are realised to the highest possible standard, working within agreed budgets and schedules, ensuring appropriate levels of student involvement and supervision, and reporting any feasibility issues to the Head of Technical & Production.

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- Ensure that rehearsals, fit-ups and get-outs, on site and at external venues, are fully planned and communicated, and that all scenery and equipment is safely installed and dismantled, adhering to Mountview's Health and Safety Policy.
- Ensure that effective construction methods are utilised for all productions, projects and events, and that all relevant risk assessments are in place, have been distributed and are adhered to.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Identify and report all hazards arising in the venues, work environment and in any activities undertaken.
- 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

- Line manage, supervise and support the Deputy Scenic Construction Manager to ensure an efficient, productive and safe working environment.
- Supervise freelance and other workshop staff as agreed with the Head of Technical & Production.
- Assist the Head of Technical & Production with the recruitment, support and management of workshop staff as required.
- In conjunction with the Head of Technical & Production, plan the staffing and resourcing for scenic construction work, working within agreed budgets and financial policies and procedures.
- Organise, clean and maintain the construction workshop area, ensuring that all tools, materials and equipment are fit for purpose and kept in safe condition.
- Source, order and manage stocks of production materials, working within agreed budgets and ensuring that levels are sufficient for department needs.
- Maintain and develop relationships with outside suppliers, organisations and contractors.

Finance and Administration

- Assist the Head of Technical & Production in the management of scenic construction budgets, working within agreed financial policies and procedures.
- Prepare scenic construction budgets and estimates for productions, projects, events and academic workshops.

Team Working

- Work constructively as part of the technical team to ensure that key shared goals are achieved and issues resolved as required.
- Attend production, design, staff, student and other meetings as required.
- Undertake training and personal development as required/agreed.

Student Training, Learning and Welfare

- Be involved in the delivery of any scenic construction training on Production Arts courses or related apprenticeship schemes, including introductory-level practical workshop sessions.
- Provide support, guidance and feedback to staff and students working on productions, projects and events as required.
- Deal promptly and effectively with student issues or concerns, and ensure the welfare of students at all times.

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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 scenic construction 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 safe working practices are followed in the construction workshop at all times, e.g. Hot Work Permits, Safe Stacking of Materials, LEV and maintenance records for all machinery.
- Ensure that any person using machinery and equipment in the construction workshop has been properly trained and a record of their training made.
- Ensure that best practice is implemented in regard to the use and disposal of chemicals or waste in the construction workshop.
- Ensure that staff and students involved in scenic construction activities for 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 scenic elements of productions, projects and events.
- Assist in compiling and updating the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview as and when required.

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Scenic Construction Skills and Experience

Essential

- Knowledge and experience of contemporary theatre practice and working effectively within the theatre production process.
- Experience of managing a scenic construction workshop, with evidenced track record as a professional lead scenic carpenter/set builder.
- Experience of managing and delivering the scenic builds of productions, projects and events from budgeting to completion, with exceptional finishing skills.
- Knowledge and experience of working with a wide variety of scenic construction materials and techniques, including timber, metal and plastics.
- Knowledge and experience in the correct and safe use and maintenance of a wide range of workshop equipment, including access and lifting equipment, wood and metal working tools, and workshop and stage machinery.
- Knowledge and experience of reading and understanding drawings, ground plans and elevations, and of working accurately from drawings, models and reference material.
- Experience of using AutoCAD or similar drawing packages for viewing schematics.
- Knowledge and experience of workshop health and safety, and an understanding of COSHH applied to a workshop environment.

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Desirable

- Knowledge and experience of flying, rigging and dismantling scenery, cloths, tracking and other scenic elements within the theatre industry.
- Knowledge and experience of scenic art and prop making materials and techniques.
- Knowledge of scenic construction in film, television or other related industry.
- Experience of welding.
- Experience of working in an academic environment an advantage, preferably at higher education or conservatoire level.

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 organise, prioritise and manage workload, and deliver projects to budget and on schedule while working under pressure.
- Ability to take initiative, problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to training the next generation of creative practitioners.
- 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 £33-34K per annum, depending on experience.

Contract: Permanent, but would consider fixed term for a minimum of 1 year.

Hours: 40 per week, exact hours to be agreed with line manager, with a 1 hour unpaid break each day. Additional hours may be required, including some 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.

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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 20 October at 9am**.

HOW TO APPLY

Please send **your current CV** with a **covering letter** and a completed **equal opportunities monitoring form** 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.