

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Senior Prop Making Tutor</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Production Arts Training</b>
<b>RESPONSIBLE FOR:</b>	<b>Supervision of sessional and freelance staff as required</b>
<b>WORKS CLOSELY WITH:</b>	<b>Course Leader, Scenic Art &amp; Prop Making Senior Scenic Art Tutor Scenic Construction Manager/Deputy Scenic Construction Manager Production and Stage Managers Freelance Designers, Scenic Artists and Prop Makers</b>
<b>LIAISES WITH:</b>	<b>Other Production Arts, Performance and Administrative Staff</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 Senior Prop Making Tutor is a key member of Mountview's Production Arts team, responsible for delivering lessons in prop making and supporting students on production roles; leading on the realisation of the prop making requirements of productions, projects and events across the academic calendar; as well as assessing student learning and progression in this area and contributing to the delivery and development of the scenic art and prop making curriculum as a whole.

Reporting to the Head of Production Arts Training, and working closely with the Course Leader, Scenic Art & Prop Making, Senior Scenic Art Tutor, Scenic Construction team and other academic and technical staff, 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

#### Training and Tuition

- Deliver lessons in prop making and related subjects across the full range of courses.
- Provide support and prop making tuition for students working on projects and productions as required.

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- Take a lead role in projects, productions or other scenic art and prop making activities as required.
- Contribute to the delivery and development of the scenic art and prop making curriculum as a whole.
- Support the Senior Scenic Art Tutor in teaching and on projects as appropriate.

## **Student Learning, Progression and Assessment**

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

## **Student Recruitment and Welfare**

- Contribute to the process of recruiting, selecting and interviewing students, including attendance at careers fairs and workshops.
- 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 academic support, pastoral care and disciplinary matters.

## **Staff and Resource Management**

- Assist with the recruitment and management of sessional and freelance staff as required.
- Assist in planning the staffing and resourcing of scenic art and prop making work, working within agreed budgetary parameters and financial policies and procedures.
- Assist in the operation and administration of all scenic art and prop making components of the Production Art programme.
- Be jointly responsible for the management of workshop spaces, ensuring that all tools, materials and equipment are fit for purpose, well maintained and kept in safe condition.
- Source, order and manage stocks of teaching and production materials as required.

## **Finance and Administration**

- Assist the Head of Production Arts Training and Course Leader, Scenic Art & Prop Making, in the management of scenic art and prop making budgets, working within agreed financial policies and procedures.
- Ensure that facilities and equipment are maintained in good working order and that clear asset registers are kept.

## **Team Working**

- Work constructively with all departments to ensure that key shared goals are achieved and issues resolved as required.
- Work collaboratively with other teaching, creative and technical staff in pursuit of shared learning outcomes for students.

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- Work closely with the Technical & Production team to ensure that the highest possible standards are maintained in all aspects of scenic art and prop making work.
- Participate in staff, student and other meetings as required.
- Undertake training and personal development as required/agreed.

## **Productions, Projects and Events**

- Take a lead role in the scenic art and prop making elements of productions, projects and events, organising, scheduling and carrying out venue calls as required, and assisting in the safe installation of scenic elements.
- Provide help, guidance and practical advice to students working on productions, projects and events, including attending rehearsals and working with students on notes given.
- Work closely with other staff and departments to realise the design requirements of productions, projects and events, working within available budgets and clear educational context, and ensuring appropriate levels of student involvement and supervision.
- Contribute to production planning meetings to address production, technical and scheduling issues in relation to academic training.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

## **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 art and prop making 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 scenic art and prop making workshops 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 scenic art and prop making workshops has been properly trained and a record of their training has been given to the Head of Production Arts Training.
- Ensure that best practice is implemented in regard to the use and disposal of chemicals or waste in the scenic art and prop making workshops.
- Ensure that staff and students involved in scenic art and prop making 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.
- Help 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 the compiling and updating of the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview Academy as and when required.

## **Other Duties**

- Any other duties as may be reasonably required.

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## PERSON SPECIFICATION

### Training and Teaching Experience

#### *Essential*

- Relevant degree or equivalent professional qualifications or experience, with evidence of vocational training in prop making.
- Strong commitment to training the next generation of creative practitioners.

#### *Desirable*

- Relevant teaching qualification.
- Experience of working in an academic environment, preferably at higher education or conservatoire level.
- Experience of providing academic support and pastoral care to students.

### Prop Making Skills and Experience

#### *Essential*

- Significant relevant experience in professional theatre or related industries.
- Knowledge and experience of contemporary theatre practice and working effectively within the theatre production process.
- Experience of managing a prop making workshop, with evidence of professional level prop making skills.
- Knowledge and experience of a broad range of prop making materials and techniques.
- Experience of managing and delivering the prop making elements of productions and events to a high standard and within tight deadlines.
- Experience of working effectively within budgets.

#### *Desirable*

- Knowledge of scenic art materials and techniques.
- Knowledge of prop making in film, television or other related industry.
- Clean driving licence.

### 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 and 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 clearly 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.

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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. Mountview reserves the right to require you to work at such other place of business within Greater London as the organisation may require, or work from your own home for online delivery when necessary.

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 £29K per annum, depending on experience.

**Contract:** Permanent, full time.

**Hours:** 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, including 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.

**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 12 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](mailto: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.