

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Head of Stage Management Training (Maternity Cover)</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Production Arts Training</b>
<b>RESPONSIBLE FOR:</b>	<b>Stage Management Tutors and Assistant Sessional and Freelance Stage Management Staff</b>
<b>WORKS CLOSELY WITH:</b>	<b>Other Production Arts Heads of Department and Managers</b>
<b>LIAISES WITH:</b>	<b>Head of Technical &amp; Production and Technical Team Scheduling &amp; Planning Manager Programme Manager and Student Services Team Registry Manager and Registry Team Marketing &amp; Communications Manager and Marketing Team</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 Head of Stage Management Training is a key member of Mountview's Production Arts team, responsible for the strategic development, planning and delivery of the stage management elements of the Production Arts curriculum, and having overall responsibility for coordinating the stage management requirements of all productions, projects and events across the academic calendar.

Reporting to the Head of Production Arts Training, and working closely with other Production Arts Heads of Department and Managers, the post holder will ensure that students receive the highest possible levels of tuition, guidance and support, and that teaching programmes are inspiring, technically well-grounded and responsive to the needs of the professional creative industries.

### KEY RESPONSIBILITIES

#### Strategic and Curriculum Development

- Lead the strategic development, planning and delivery of the stage management elements of Mountview's Production Arts courses.
- Develop a strong ethos and shared methodology for Mountview's stage management work, and help create a framework for collaboration between Production Arts courses.

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- Ensure that the stage management curriculum is current, reflects relevant industry sectors and achieves the highest possible standards in all its aspects.
- Liaise with colleagues in the Production Arts and Performance programmes to develop new opportunities for stage management students.
- Contribute to the development of new courses, including short courses, as required.

## **Training and Tuition**

- Lead and make a significant personal contribution to the teaching programme in stage management.
- Oversee and provide support and stage management tuition for students working on productions, projects and events as required.
- Take a lead role in productions, projects, events and other stage management activities as required.

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

- Lead on all academic procedures relating to the stage management elements of Mountview's Production Arts courses, including student assessment and feedback processes and meetings.
- Establish and maintain a clear and supportive framework for student progression and development.
- Ensure that stage management 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 lead role in the process of recruiting and selecting students, including attending external recruitment events.
- 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**

- Plan the staffing and resourcing of all stage management work, working within agreed budgets and financial policies and procedures.
- Recruit, support and manage sessional and freelance stage management staff, working within HR policies and procedures and ensuring delivery of learning outcomes.
- Manage the handling of departmental petty cash, credit cards and order forms, working within financial policies and procedures and keeping appropriate records.
- Ensure that departmental facilities and equipment are maintained in good working order and that clear asset registers are kept.

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- Oversee the management of the department's props and furniture store.
- Act as a point of contact for freelance stage management show staff in the absence of Production Management.

## Team Working

- Work proactively with other Heads of Department in pursuit of shared learning outcomes for students.
- Work constructively as part of the Production Arts team to ensure that key 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.
- Link with external organisations and industry practitioners where this may benefit Mountview and its work.
- Act as an ambassador for Mountview and help to ensure that its work is widely recognised and respected in the professional creative industries and elsewhere.
- Undertake training and development as required/agreed.

## Productions, Projects and Events

- Coordinate the stage management requirements of all productions, projects and events across the academic calendar in consultation with the Head of Production Arts Training.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Liaise with other Heads of Department in the employment of freelance staff for productions and the coordination of student show staffing.
- Plan and delegate stage management staff cover for all performances and rehearsals, ensuring appropriate levels of student involvement and supervision.
- Offer help, guidance and practical advice to students working on productions, projects and events, including attending rehearsals, technical and dress rehearsals and working with students on notes given as required.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate 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 facilities, activities and working practices, acting as a role model for students in these standards.
- Assist in the delivery of health and safety advice to staff and students, and in the development of health and safety policy and procedure for the organisation as a whole.
- 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 best practice is implemented in regard to the safe disposal of all waste generated by the Stage Management department.

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- Carry out, implement, review and keep records of stage management risk assessments for productions, projects, events and day-to-day departmental activities.
- Ensure that staff and students involved in 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 safe working methods are maintained by staff and students when dealing with naked flames, firearms and pyrotechnics on productions.
- Ensure that food hygiene standards are maintained by staff and students when undertaking food preparation on productions.
- Assist in compiling and updating 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.

## **PERSON SPECIFICATION**

### **Training and Teaching Experience**

- A relevant degree and/or teaching qualification OR equivalent professional theatre experience.
- A successful and evidenced track record of training AND/OR mentoring stage managers for the professional theatre industry.
- A successful and evidenced track record of working in an academic environment, preferably at a conservatoire/drama school, OR a commitment to developing a teaching profile to complement significant industry experience.

### **Stage Management Experience**

- A successful and evidenced track record of stage management in professional theatre.
- Knowledge and experience of contemporary theatre practices and of working creatively within the theatre-making process.
- Knowledge and experience of a range of theatre or commercial production work.
- Excellent knowledge of health and safety for theatre and/or events.
- Significant experience in leading teams of various abilities.
- Good working knowledge of scenic construction, prop making, scenic art, lighting, sound and audio-visual work.

### **Skills and Abilities**

- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent interpersonal skills, with ability to build and sustain strong working relationships with a wide range of people.
- Excellent written and verbal communication skills, including good telephone manner and ability to present well in person.
- Ability to make effective use of resources within agreed budgets and schedules.
- Ability to manage, lead and support individuals and teams, working collaboratively and productively to achieve targets.
- Ability to take initiative while working within clear delegated levels of authority.

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- Ability to maintain attention to detail and provide assured accuracy while working under pressure and meeting strict deadlines.
- 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 professionals.
- 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. 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 £34K per annum, depending on experience.

**Contract:** Maternity Cover – 9 month fixed term contract, with possibility of extension.

**Hours:** 40 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, 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 **Monday 6 December at midday**.

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## 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