

MOUNTVIEW

Job Description

JOB TITLE:	Senior Voice Tutor (Maternity Cover)
RESPONSIBLE TO:	Head of Voice
RESPONSIBLE FOR:	Supervision of visiting Voice Tutors as agreed with Head of Voice
WORKS CLOSELY WITH:	2nd Senior Voice Tutor

ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools, discovering and training the most talented students for the international stage and screen. The first drama school in the UK to offer specialist three-year training in musical theatre, we offer the highest standards of intensive vocational training across both onstage and backstage specialisms, and at any one time over 70% of long-running West End shows feature Mountview graduates.

Based in Peckham, we are at the heart of one of the most exciting areas of London. Our purpose-built home includes two theatres, TV studios, recording facilities, 21 dance and drama studios and production arts workshops. We present around 25 productions each year by our students, as well as activities from resident companies and community groups, and our performance, rehearsal and workspaces are available to hire.

We offer reduced price tickets for local people, and our theatres are complemented by public café/bars Westland Coffee & Wine and Loading Bar which open onto Peckham Square, and Skylight on our rooftop with panoramic views of the London skyline.

Alongside our degree-level training, Mountview runs highly-regarded young people's programmes and adult evening classes, and works directly in the community to engage those who might otherwise have no access to the transformative power of theatre.

Mountview in Peckham is a home for everyone – students, local young people and life-long learners, creative industry professionals and visitors alike – and with the resources of the new building, along with an increased profile both within the industry and publicly, there has never been a more exciting time to join us.

MAIN PURPOSE OF POSITION

The Senior Voice Tutor is a key member of the Voice team at Mountview, primarily responsible for the delivery of voice lessons across the Acting, Actor Musician and Musical Theatre pathways, as well as assessing student learning and progression in this area, and contributing to the delivery and development of the voice curriculum as a whole.

Reporting to the Head of Voice, and working closely with the 2nd Senior Voice Tutor and other Senior Tutors across Performance disciplines, 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.

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KEY RESPONSIBILITIES

Training and Tuition

- Deliver voice lessons across the Acting, Actor Musician and Musical Theatre pathways.
- Provide additional support and voice tuition to students working on projects and performances as required.
- Occasionally lead a project, rehearsal or other voice activity as required.
- Contribute to the delivery and development of the voice curriculum as a whole.

Student Learning, Progression and Assessment

- Ensure that voice 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.
- Ensure that all voice 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 auditioning students.
- 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.

Staff and Resource Management

- Assist the Heads of Voice with the recruitment, support and management of visiting voice staff.
- Help plan staffing and resourcing for voice work, and work within agreed budgetary parameters and financial policies and procedures.
- Assist with the efficient and effective day-to-day delivery of the voice programme.
- Maintain the highest levels of health and safety standards, and work within agreed health and safety policies and procedures.

Team Working

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

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

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Specialist Training and Teaching Experience

- Wide knowledge and experience of teaching a range of voice pedagogies.
- Knowledge and understanding of contemporary theories of voice pedagogy and the work of leading practitioners, informed by a sound anatomical approach to practical work.
- Knowledge and experience of accent and dialect work and leading dialect practitioners.
- Experience of teaching voice at all levels, particularly as part of a professional vocational training programme.
- Experience of working in an academic environment, preferably at higher education or conservatoire level.
- Relevant teaching qualification desirable.
- Strong commitment to training the next generation of performers for the professional creative industries.

Voice Skills and Experience

- Relevant degree or equivalent with evidence of vocational training in voice and voice pedagogy.
- Knowledge and experience of contemporary theatre and working creatively within the theatre-making process, with experience as a vocal coach in professional theatre desirable.
- Evidence of understanding of contemporary theories of vocal pedagogy.
- Knowledge and experience of a broad range of approaches to voice, including voice in musical theatre and voice for screen and recorded media.

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 practical delivery of programme of work as required.
- 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.

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.

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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:** Maternity Cover – 9 month fixed term, with possibility of extension.
- 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, 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 **Thursday 2 June 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 Administration 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.