

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Music Technician (0.8 FTE)</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Music</b>
<b>WORKS CLOSELY WITH:</b>	<b>Head of Musical Direction Sound Training Team Technical &amp; Production Team Duty Management Team</b>
<b>LIAISES WITH:</b>	<b>Senior Music Tutor and Freelance Music Staff Screen Acting and Recorded Media Team Sales &amp; Events Team Other Academic and Administrative Staff Students and Student Representatives</b>

### ABOUT MOUNTVIEW

Mountview trains students differently. One of the UK's leading drama schools, we develop actors and practitioners who will become the future of the creative industries. Through innovative practice, new approaches to working and close relationships with industry, we cultivate graduates who are independent, generous and actively connected to the issues of the day.

The arts can enrich and change lives. We are passionate about dismantling barriers to the arts and engaging with communities in Peckham and beyond. Every year we share our space, expertise and resources, opening up access to the dramatic arts for all ages and abilities, while simultaneously learning from and collaborating with the vibrant cultural ecology on our doorstep.

Today's students join a constellation of graduates making their mark on the profession. Actors Grace Hodgett Young (*Sunset Boulevard*), Ben Joyce (*Back to the Future*), Louisa Harland (*Derry Girls*), Artistic Director Rachel Bagshaw (Unicorn Theatre), Musical Director Sean Green (*Get Up, Stand Up!*), Olivier Award-winning actor Giles Terera (*Hamilton*) and actor Eddie Marsan are just a few of our notable alumni.

### MAIN PURPOSE OF POSITION

The Music Technician is a key member of Mountview's Performance team. Reporting to the Head of Music and working closely with the Head of Musical Direction, together with the Sound Training, Technical & Production and Duty Management teams, the post holder will be responsible for supporting the musical technical requirements of public productions, the Musical Direction MA course, and recording and editing projects, whilst managing the use, inventory and maintenance of musical instruments and equipment both in the Music department and across the organisation.

### KEY RESPONSIBILITIES

#### Technical Support

# MOUNTVIEW

- Support the musical technical requirements of public productions and the Musical Direction MA course, including supervising students' music technology and keyboard programming needs, and attending band calls, sitzprobes, technical rehearsals, dress runs and performances as required.
- Liaise with the Technical and Lighting & Sound teams to facilitate the provision of microphones and PA systems for classes and rehearsals.
- Manage recording sessions and projects for ensembles, individual voice reels and instrument recordings as required.
- Provide mixing and/or post-production services for Musical Direction MA showreels, and voice reels for other cohorts as required.

## Resource Management

- Manage the use, and maintain an inventory, musical instruments and equipment throughout the organisation.
- Supervise the management and organisation of musical instruments and equipment for public productions (including at get-ins and get-outs), and in-house classes and projects as required.
- Liaise with the Duty Management team to facilitate the movement and maintenance of communal instruments and equipment, including manual handling of instruments such as pianos, keyboards, and large percussion.
- Manage and organise the maintenance of musical instruments and equipment primarily used on the Actor Musicianship pathway, including keyboards, amps, drum kits and music stands.
- Be responsible for the management of the Music Storeroom.
- Liaise with the Sound Training and Recorded Media teams to maintain and supervise the usage of the Radio Suite for recording sessions and projects across all pathways and engagements as required.
- Liaise with Technical & Production and/or Sound Training teams to provide recording and sound equipment in studios or workrooms where required.
- Liaise with the Sales & Events team regarding musical instrument and equipment provision for external hires.

## Teaching

- Opportunities to teach Music Technology and/or other related music subjects, depending on timetable and the skillset of the post holder.

## Team Working

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

## External Relations

- Help develop and maintain relationships with external organisations and industry practitioners where this may benefit Mountview and its work.
- Attend external industry events as required and assist in hosting industry events at Mountview on occasion.

## Other Duties

# MOUNTVIEW

- Work with other teams and technicians across Mountview to facilitate music work as required.
- Any other duties as may be reasonably required.

## Health and Safety

- Act in accordance with Mountview's Health and Safety Policy and applicable Health and Safety legislation 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 music facilities, activities and working practices, acting as a role model for students in these standards.

## PERSON SPECIFICATION

### Qualifications and Experience

- Relevant degree or equivalent professional qualifications or experience, with evidence of vocational training in Music and/or Music Technology.
- Excellent working knowledge of Music Technology Software and Digital Audio Workstations, primarily Logic Pro, MainStage and Sibelius.
- Knowledge and experience of musical instrument and equipment management.
- Knowledge and experience of itemising and maintaining an inventory.
- Advanced knowledge of Music Theory and general musicianship.
- Classroom teaching experience desirable.

### Skills and Abilities

- Excellent team-working and interpersonal skills, with ability to build effective relationships with a wide range of people.
- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent written and verbal communication skills.
- Ability to self-motivate, use own initiative and maintain attention to detail while working under pressure and meeting strict deadlines.
- Ability to teach Music Technology, Programming and Studio Skills to Musical Direction students of varying experience desirable.
- Ability to teach Music Theory and general musicianship at undergraduate and postgraduate levels desirable.

### Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Interest in the performing arts and/or arts education.
- 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 self-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.

# MOUNTVIEW

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 the post holder to work at such other place of business within Greater London as the organisation may require, or work from their own home for online delivery when necessary.

Mountview currently operates a hybrid working policy, 60% in the office and 40% remotely, where role and responsibilities allow. This is not a contractual right and is reviewed periodically. Mountview reserves the right to require the post holder to be in the office at any time during the working week.

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 £26-27K per annum, pro rata, depending on experience.

**Contract:** Permanent, part time.

**Hours:** 32 hours / 4 days per week (0.8 FTE), on an annualised hours basis, with appropriate unpaid breaks. 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 **Tuesday 9 April at 9am**.

## INTERVIEWS

Interviews are likely to take place on **Thursday 11 and Friday 12 April**.

## HOW TO APPLY

Please send **your current CV** with a **covering letter** and a completed **equal opportunities monitoring form** to Alistair Owen, People & Culture 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.