

# MOUNTVIEW

## Job Description

**JOB TITLE:** Participation Coordinator (14 Month Fixed Term Contract, 0.8 FTE)

**RESPONSIBLE TO:** Participation Manager

**RESPONSIBLE FOR:** Freelance artistic practitioners and Participation support staff

**WORKS CLOSELY WITH:** Participation Administrator  
Creative Learning Producer  
Student and Registry Services Team  
Marketing, Development and Sales & Events Teams  
Welcome and Operations Teams  
Finance and People & Culture Teams  
Students and Parents/Carers

### 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

Mountview is at a key point in its growth and development. The focus on driving forward Participation and engagement initiatives, and facilitating new and innovative courses and community activity, has never been stronger. During a time of transition and growth, the post-holder will ensure that the relationships, communication and processes which underpin Mountview's Participation Programme are maintained, while continually looking for ways to improve and develop these areas in collaboration with the Participation team.

The Participation Coordinator is integral to Mountview's Participation team, coordinating the planning and delivery of the Part-Time Acting course, Summer Intensives and other short courses. The post-holder will contribute to the development of new short courses, coordinate the smooth delivery of a

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range of Participation programmes, facilitate workshops and teach some classes, ensuring the highest level of participant and staff experience across all departmental activities.

## KEY RESPONSIBILITIES

### Course Administration and Coordination

- Develop and maintain efficient administrative procedures and systems for Participation programmes and projects.
- Be a customer and solutions focused point of contact for prospective, and current students/participants, parents/carers, practitioners and support staff across Participation programmes.
- Be the main point of contact for enquiries relating to short courses, monitoring the related inbox and redirecting correspondence as required.
- Creatively contribute to the development of new short courses and Participation programmes, in collaboration and with the Participation Manager and the wider Participation team.
- Coordinate the delivery of existing and newly developed courses, including budgeting, staffing, registration, administration, reporting and evaluation.
- Take responsibility for freelance staffing for Part-Time Acting, summer programmes and other Participation projects as required. This includes recruitment, contracting and practitioner payment administration and record-keeping, in liaison with the Finance and People & Culture teams.
- Scheduling and liaison with other relevant departments to ensure timely space bookings and suitable settings for Participation activities to take place.
- Work with Registry and Admissions to effectively run auditions for Part-Time Acting applicants.
- Coordinate enrolment and registration for Participation programmes, dealing with initial enquiries through to application.

### Level 4 Diploma

- Liaise with Stagecoach and relevant Mountview staff to ensure smooth and efficient delivery of the Stagecoach level 4 diploma, this will include playing a key role in registration, course structure and coordinating course delivery.
- Continually evaluate approaches with a view to maximising uptake and the provision of an excellent educational experience.

### Part-Time Acting – Vocational

- Coordination of the Part-Time Acting course, to include student induction and delivering some acting training.
- Coordinate and support practitioners, consistently briefing them regarding relevant Mountview policies and procedures to ensure smooth course delivery and best possible student experience.
- Coordinate registration for the Part-Time Acting programme, helping to ensure that fees are processed in a timely manner.
- Accurately document Part-Time Acting course expenditure in line with budget.
- Collaborate with wider administration teams on agreed processes for capturing and recording data.

### Other Duties

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- Ensure adherence to Mountview’s Child Protection and Safeguarding and related policies.
- Ensure that activity is risk-assessed and delivered in line with Mountview’s Health and Safety and other related policies.
- Maintain databases including freelance staff and partner organisations, ensuring the data is up to date and accurate
- Contribute to the development of adequate and fair systems for administrating free places on Participation activity where budget allows.
- Undertake training and development as required/agreed.
- Any other duties as may be reasonably required.

## **Knowledge and Experience**

- Experience of working in the arts, cultural sector or education sector.
- Experience of coordinating/administrating arts-based programmes.
- Experience of event/activity planning and delivery.
- Experience of budgeting, financial management and reporting.
- Experience of facilitating arts workshops and/or delivering acting training.
- Experience of working with people who are traditionally underrepresented in theatre.
- Understanding of vocational drama training and educational environments.
- Understanding of work with schools, colleges, young people and the local community.
- Understanding of cultural and financial barriers facing young people and local communities in accessing arts and culture opportunities.
- Knowledge of Peckham and Southwark communities.

## **Skills and Abilities**

- Strong communication, negotiation and interpersonal skills.
- Ability to work collaboratively and productively as part of a creative team.
- Ability to work positively and proactively under pressure and to tight deadlines.
- Ability to prioritise and manage workload and deliver projects to budget and on schedule.
- Ability to work imaginatively and with close attention to detail.
- Responsiveness, critical thinking and problem-solving ability.
- Ability to manage, encourage and motivate others.
- Ability to build and maintain partnerships.
- Ability to exercise tact and discretion in dealing with sensitive and confidential matters.
- Strong IT skills and awareness of the potential for digital delivery and online training.

## **Personal Qualities and Attributes**

- Interest in developing your practice in working with young people and community groups.
- 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**

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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 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 £30K per annum, pro rata, depending on experience.

**Contract:** 14 month fixed term, with possibility of extension.

**Hours:** 32 hours per week (0.8 FTE), exact hours to be agreed with line manager, with appropriate unpaid breaks. Additional hours may be required, as agreed with the post holder and determined by the needs of the business. Due to the nature of Participation work and the scheduling of the Part-Time Acting course, some evening and occasional weekend work will be required. The Participation Manager is open to conversation with the successful candidate about the distribution of their agreed working hours.

**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**.

## 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.

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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.