

MOUNTVIEW

Job Description

JOB TITLE: Creative Learning Producer (1 Year Fixed Term Contract)

RESPONSIBLE TO: Participation Manager

WORKS CLOSELY WITH: Participation Administrator
Participation Coordinator
Freelance Practitioners and Support Staff
Scheduling & Planning Manager
Student Services Team
Welcome Team
Advancement Team
Finance Team
People & Culture Team

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, the post-holder will help to ensure that the projects, relationships, and processes which underpin Mountview's Participation work are maintained, while continually looking for ways to improve and develop these areas.

The Creative Learning Producer will be integral to Mountview's Participation team, playing a key role in the planning and delivery of Peckham Sessions, schools' engagement, and the Stagecoach Level 4 diploma. The post holder will collaborate with the wider team to improve the existing community offer and the development and delivery of new short courses and community-facing programmes, aiming to ensure the highest level of participant and staff experience across all departmental activities.

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KEY RESPONSIBILITIES

Schools' Relationships and Young People

- Be the main point of contact for all enquiries relating to Mountview projects in local schools.
- Drive the development of new Participation programmes for schools and young audiences, in collaboration with the wider Participation team.
- Coordinate the delivery of existing and newly developed schools' projects, to include budgeting, staffing, registration, administration, reporting and evaluation.
- Liaise with other relevant departments regarding scheduling, to ensure timely space bookings and suitable settings for Participation activities to take place.
- Liaise with other Mountview departments or courses (e.g Marketing) to maintain full overview of Mountview activity in schools.

Short Courses

- Liaise with Stagecoach and relevant Mountview staff to ensure smooth and efficient delivery of the Stagecoach Level 4 diploma at Mountview.
- Drive the Level 4 Diploma course in terms of course planning and delivery and student experience.
- Continually evaluate approaches and the current short courses offer with a view to maximising uptake on courses and the provision of excellent training.
- Creatively contribute to the development of new short courses, in collaboration with the Participation Manager and the wider Participation team.

Project Management and Administration

- Significantly contribute the administration and delivery of Peckham Sessions and Open House, a key annual project in the Participation calendar, duties to include:
 - Scheduling and project logistics.
 - Liaising with schools, community groups, artists and internal departments.
 - Maintaining a database of contacts and all related systems.
 - Safeguarding of all participants engaging with projects.
 - Recording attendance and feedback and leading on project evaluation.
 - Contribute to related funding applications and manage day-to-day budgeting.
- Be responsible for freelance staffing on Peckham Sessions and other Participation projects as required, including recruitment, contracting and practitioner payment and administration in liaison with the Finance and People & Culture teams.
- Collaborate with other teams on agreed processes for capturing and recording data.
- Be continually alive to opportunities to connect Mountview Participation projects with local artists and organisations, and work with the Participation Manager to develop these connections.
- Contribute to local and regional outreach initiatives.

Other Duties

- Ensure adherence to Mountview's Safeguarding, Child Protection and related policies at all times.
- Ensure that activity is risk-assessed and delivered in line with Mountview's Health and Safety and other related policies.

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- Collaborate with the Participation Manager in the development of a robust new Work Experience programme for Mountview.
- Advocate for Mountview and support marketing initiatives and recruitment events.
- Undertake training and development as required/agreed.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

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

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 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 roles and responsibilities allow. This is not a contractual right and is reviewed periodically, and we reserve the right to request that you are in the office at any time during your 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: 1 year fixed term, with possibility of extension.

Hours: 40 hours per week, exact hours to be agreed with line manager, with a 1 hour unpaid break each day. Core hours are 9am to 6pm Monday to Friday, but due to the nature of Participation work some evening and weekend work will be required. 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 **Wednesday 29 May at 9am**.

INTERVIEWS

Interviews are likely to take place in the **week commencing Monday 3 June**.

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

All applications will be acknowledged. Late applications will not be considered.