

MOUNTVIEW

Job Description

JOB TITLE:	Senior Voice Tutor (0.6 FTE)
RESPONSIBLE TO:	Heads of Voice
RESPONSIBLE FOR:	Supervision of visiting Voice Tutors as agreed with Heads of Voice
WORKS CLOSELY WITH:	2nd Senior Voice Tutor

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 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 Heads 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.

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.

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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

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.

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- 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 at all times must carry out their responsibilities with due regard to Mountview's policies 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 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 £31K per annum, pro rata, depending on experience.

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Contract: Permanent.

Hours: 24 hours per week (0.6 FTE), exact hours to be agreed with line managers, 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 11 June at 9am**.

INTERVIEWS

First round interviews are expected to take place on **Tuesday 18 June**.

Second round interviews are expected to take place on **Friday 21 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.

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.