

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Music Resources Coordinator (0.8 FTE)</b>
<b>RESPONSIBLE TO:</b>	<b>Heads of Music</b>
<b>WORKS CLOSELY WITH:</b>	<b>Performance Team Production Team Duty Management Team</b>
<b>LIAISES WITH:</b>	<b>Senior Music Tutor and Freelance Music Staff Screen Acting &amp; Recorded Media Team Sales &amp; Events Team Other Academic and Administrative Staff Students and Student Representatives</b>

### WELCOME TO MOUNTVIEW

From Sally Ann Gritton, Principal & CEO:

Mountview is a vibrant and dynamic organisation to be a part of. Dedicated to ensuring the future of the creative industries, we train actors, practitioners and technicians to the highest standards. The staff team are highly skilled, friendly and dedicated, and as a result Mountview is flourishing with creativity. We are an outward-looking organisation, with ambitions spanning local, national and international activity. Our home in Peckham is beautifully purpose-built and we thrive in it. However, Mountview is not a building, it is an ethos, and we have recently launched four regional sites for some of our training. Mountview is a happy and energetic workplace which celebrates kindness and difference, and succeeds through a shared pursuit of getting things done well.

Our core values, which guide and inform everything we do and believe, are:

- **CHALLENGE THE STATUS QUO**  
doing things differently and courageously; allowing curiosity to drive us; being motivated by new ideas and pushing boundaries; celebrating dynamic and playful exploration; influencing industry with progressive practice; inspiring everyone we reach.
- **CREATE BELONGING**  
welcoming all people from all backgrounds; implementing anti-oppressive practices; actively seeking to break down barriers to inclusion; creating access; embedding Equality, Equity, Diversity, and Inclusion approaches; celebrating difference.
- **SUSTAIN THE FUTURE**  
environmental mindset, maintenance, and renewal of existing resources; retaining rigour and integrity of our quality and standards; financial sustainability; resilience and wellbeing and supporting with nurture and kindness.
- **COMPASSIONATE COLLABORATION**  
elevating ideas by working together with respect, sharing our warmth, creativity, and resources; finding strength in partnerships and collaborating internally and externally; developing cultural competency; listening; utilising networks.

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- **TRANSPARENT COMMUNICATION**  
being appropriately open with our information and processes; developing liberatory training practices; compassionate and clear communication; solutions focussed; ownership of responsibilities with clear accountability; observing data privacy.

I hope you will enjoy getting to know more about Mountview and wish you well in the application process should you choose to apply. You are welcome here.

## **WE DO THINGS DIFFERENTLY**

Whether through our higher education programme, our participation work or Mountview Exams, our training aims to develop skills, grow confidence, celebrate creativity and reward individuality.

As 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.

Mountview is synonymous with exceptional Musical Theatre training and we are widely considered to lead the field as global innovators. We are proud to have launched our own examination board, offering graded Musical Theatre qualifications. Our unrivalled expertise brings a fresh approach, sharing our values with people of all ages and at all stages in their development.

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.

## **PURPOSE OF THE ROLE**

The Music Resources Coordinator is a key member of Mountview's Music team. Reporting to the Heads of Music, and working closely with the Performance, Production and Duty Management teams, the post holder is responsible for the inventory, coordination and physical delivery of music resources across the organisation, including supervising music storage spaces, ensuring that instruments and musical equipment are continually maintained, and supporting the music technology requirements of public productions, music-related courses and recording and editing projects as needed.

## **MAIN DUTIES AND RESPONSIBILITIES**

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.

### **Resource Management and Maintenance**

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- Manage the use and maintain an inventory of musical instruments and equipment throughout the organisation.
- Supervise the management and coordination 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 used across multiple courses, including keyboards, amps, drum kits and music stands.
- Be responsible for the management and organisation of the Music Storeroom and storage locations.
- Work within allocated budgets to plan and action the ordering of maintenance parts and equipment replacements, and/or coordinate specialist repairs as required.
- Liaise with the Sound Training and Recorded Media teams to supervise the usage of the Radio Suite for recording sessions and projects as required, depending on skillset of the post holder.
- Liaise with the 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.

## Technical Support

- Support the music technology requirements of public productions and the MA Music Direction 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 Production and Duty Management teams to facilitate the provision of microphones and PA systems for classes and rehearsals as required.
- Manage recording sessions for student ensembles, individual voice reels and instrument recordings as required, depending on skillset of the post holder.
- Provide mixing and/or post-production services for MA Music Direction showreels, and voice reels for other cohorts as required, depending on skillset of the post holder.

## 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.

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## Other Duties

- 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.
- Knowledge and experience of musical instrument and equipment management.
- Knowledge and experience of itemising and maintaining an inventory.
- Practical knowledge of the maintenance regime and performance practices of musical instruments desirable, especially drum kits, pianos, keyboards and amplifiers.
- Excellent working knowledge of music technology software and digital audio workstations, primarily Logic Pro, MainStage and QLab, with the ability to troubleshoot problems easily.
- Advanced knowledge of music theory and general musicianship.
- Experience of working in Music and/or Theatre with actors, musicians and technical staff desirable.
- 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 with ability to multitask, prioritise and problem-solve.
- Excellent administrative, organisational and IT skills with the ability to learn and operate online systems.
- Excellent written and verbal communication skills.
- Manual handling skills and the ability to set up and pack down instruments, keyboards, their operating systems and all related equipment as appropriate.
- 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, keyboard programming and studio skills to 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.

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- Interest in the performing arts and/or arts education.
- Knowledge of a range of musical styles and genres desirable.
- Collaborative approach to work with a 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.

## TERMS AND CONDITIONS

**Salary:** Circa £30K per annum, pro rata, depending on experience.

**Contract:** Permanent.

**Hours:** 32 hours / 4 days per week (0.8 FTE). Working hours are normally between 9am and 6pm, with a 1 hour unpaid break each day.

Additional hours may be required, as agreed with the post holder and determined by the needs of the business. The post holder may be able to take time off in lieu, within 2 months, having agreed it with their line manager.

**Holiday:** 28 days in the first year, including bank holidays, rising with length of service thereafter to a maximum of 38 days.

Mountview also has a paid operational closure over the Christmas holiday period which totals up to 7 additional days, excluding bank holidays.

All holiday entitlements are pro-rata for part-time staff.

**Location:** This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business in Greater London as the organisation may require, or work from their own home for online delivery when necessary.

## OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension scheme with NOW Pensions.
- Access to interest free season ticket loan upon successful completion of probation.
- Access to salary sacrifice cycle to work scheme upon successful completion of probation.
- Generous sick pay.
- Enhanced family leave.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Confidential 24-hour counselling service available to you and family members who live with you.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name

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retailers.

- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

## RECRUITMENT PROCESS

**Closing date:** Tuesday 11 November at 9am.

**Interviews:** Interviews are likely to take place in the week commencing Monday 17 November.

**How to apply:** Please send your current CV, with a covering letter and a completed equal opportunities monitoring form, to [recruitment@mountview.org.uk](mailto:recruitment@mountview.org.uk).

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

**Equal Opportunities:** We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

Mountview is committed to diversity and is an equal opportunities employer. We would particularly like to encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.

## 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 2018, and must abide by any related policies and procedures.