

MOUNTVIEW

Job Description

JOB TITLE:	Senior Stage Management Tutor (Fixed Term to August 2026)
RESPONSIBLE TO:	Heads of Stage Management Training
RESPONSIBLE FOR:	Supervision of sessional and freelance staff as agreed with Heads of Stage Management Training
WORKS CLOSELY WITH:	2nd Senior Stage Management Tutor
LIAISES WITH:	Other Production, Performance and Administrative Staff

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.
- **TRANSPARENT COMMUNICATION**

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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 Senior Stage Management Tutor is a key member of Mountview's Production team, primarily responsible for delivering lessons in stage management and supporting students on production roles, as well as assessing student learning and progression in this area and contributing to the delivery and development of the Stage Management curriculum as a whole.

Reporting to the Heads of Stage Management Training, the post holder will help realise the stage management requirements of productions, projects and events across the academic calendar, and 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.

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.

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Training and Tuition

- Deliver lessons in stage management across the full range of courses.
- Provide support and stage management tuition for students working on projects and productions as required.
- Take a lead role in projects, productions or other stage management activities as required.
- Contribute to the delivery and development of the Stage Management curriculum as a whole, including leading assigned modules.

Student Learning, Progression and Assessment

- Ensure that stage management 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 stage management 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 interviewing students, including attendance at careers fairs and workshops.
- 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 academic support, pastoral care and disciplinary matters.

Staff and Resource Management

- Assist the Heads of Stage Management Training with the recruitment, support and management of sessional and freelance staff.
- Assist in planning the staffing and resourcing of stage management work, working within agreed budgetary parameters and financial policies and procedures.
- Assist in the operation and administration of all stage management components of the Theatre Production Arts programme.
- Assist the Stage Management Assistant in the management of the department's props and furniture stores as required.
- Act as a point of contact for freelance show staff as required.

Team Working

- Work collaboratively with other academic staff in pursuit of shared learning outcomes for students.
- Work constructively as part of the Stage Management 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.

Finance and Administration

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- Assist the Heads of Stage Management Training in the management of stage management budgets, working within agreed financial policies and procedures.
- Ensure that facilities and equipment are maintained in good working order and that clear asset registers are kept.
- Develop and maintain good working relationships with other drama schools, professional theatres, freelance technical/stage management staff, suppliers, casual and specialist workers and traders.

Productions, Projects and Events

- Take a lead role in all matters relating to stage management support for productions, projects and events, liaising with Directors, Production Managers and other staff as required.
- Work closely with other staff and departments to realise the performance requirements of productions, projects and events to the highest standard, working within available budgets and clear educational context and ensuring appropriate levels of student involvement and supervision.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Offer help, guidance and practical advice to students working on productions, projects and events, including attending rehearsals and working with students on notes given as required.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

Health and Safety

- Act in accordance with Mountview's Health and Safety Policy 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 facilities, activities and working practices, acting as a role model for students in these standards.
- Keep abreast of, work in accordance with and maintain accurate records in regard to all applicable Health and Safety legislation, including LOLER, WAH, PUWER, EAW, COSHH, MHAW, PPE, CNWR and the Environmental Protection Act 2000.
- Ensure that best practice is implemented in regard to the safe disposal of all waste generated by the Stage and Production Management department.
- Ensure that staff and students involved in productions, projects and events are working in the correct and safe manner, and that current regulations, guidance notes and approved codes of practice are followed at all times.
- Contribute to the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview Academy as and when required.

Other Duties

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Training and Teaching Experience

Essential

- Relevant degree or equivalent professional qualifications or experience.

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- Strong commitment to training the next generation of creative practitioners.

Desirable

- Relevant teaching qualification.
- Evidence of vocational training in stage management.
- Experience of working in an academic environment, preferably at higher education or conservatoire level.
- Experience of providing academic support and pastoral care to students.

Stage Management Skills and Experience

- Significant relevant experience in professional theatre or related industries.
- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Experience of planning, managing and delivering the stage management elements of productions and events to a high standard.
- Experience of working effectively within budgets and to tight deadlines.
- Strong knowledge of Health and Safety for theatre/public performance.

Personal Qualities and Attributes

- Calm, positive and professional attitude.
- Strong communication, negotiation and interpersonal skills.
- Ability to manage, encourage and motivate others.
- Ability to work collaboratively and productively as part of a creative team.
- Ability to prioritise and manage workload and deliver projects to budget and on schedule.
- Ability to problem solve to the highest level.
- Ability to take initiative while working within clear delegated levels of authority.
- Ability to work imaginatively and with close attention to detail.
- 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 own professional development.

TERMS AND CONDITIONS

Salary: £34,871 per annum.

Contract: Fixed Term to August 2026.

Hours: 40 hours per week, core hours 9am to 6pm Monday to Friday, with a 1 hour unpaid break each day.

Additional hours may be required, including some evenings and weekends, 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.

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

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

RECRUITMENT PROCESS

Closing date: Wednesday 26 November at 9am.

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

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

We will be reviewing applications and interviewing candidates on an ongoing basis, and reserve the right to close the vacancy early should we appoint before the closing date.

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-

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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.