

MOUNTVIEW

Job Description

JOB TITLE:	Technician (Stage Bias)
RESPONSIBLE TO:	Head of Production (Technical)
WORKS CLOSELY WITH:	Technical Managers and Production Managers Other Production Staff and Students

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**
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.

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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

Technicians are key members of Mountview's Production department, which comprises both training and technical staff. Reporting to the Head of Production (Technical), and supervised day-to-day by the Technical Managers, the Technician (Stage Bias) is responsible for helping facilitate the technical requirements of, and providing technical support to, in-house and visiting productions, projects and events.

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.

Productions, Projects and Events

- Work closely with Technical Managers, Production Managers and other Production staff and students to help facilitate the technical requirements of productions, projects and events in performance spaces and help ensure the highest production standards.
- Provide multi-disciplinary technical support to Mountview's in-house productions, projects and events, to its Participation programme and to visiting companies/artists in all areas of the production process, allowing for stage bias and within post holder's core skill base.

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- Provide production carpentry support to the Scenic Construction Manager within the workshop and performance spaces during fit ups/turnarounds.
- Assist with fit-ups, get-outs and technical rehearsals of productions, projects and events as required, including rigging, flying and derigging across all technical disciplines.
- Work with Technical Managers to facilitate any audience access requirements.
- Act as duty technician for performances and technical rehearsals as required.
- Provide technical support to Mountview productions, projects and events in external venues as required.

Performance Spaces

- Assist with the smooth running of Mountview's in-house performance spaces, helping ensure that spaces are clean, tidy, safe and fit for purpose at all times.
- Help ensure that appropriate safety checks, record keeping and reporting are undertaken for all technical equipment used in performance spaces.
- Help ensure that the highest standards of professional behaviour and good housekeeping are maintained in performance spaces at all times.
- Assist with the maintenance of technical equipment for the performance spaces.

Team Working

- Help ensure friendly and professional customer service to Mountview staff, students, clients and tenants at all times.
- Work constructively as part of the Production team to ensure that key shared goals are achieved and issues resolved.
- Supervise the work of any apprentices, trainees or students working within the technical team, as directed by the Technical Managers.

Student Training, Learning and Welfare

- Be involved in the delivery of training/mentoring for students or related apprenticeship schemes, within post holder's core skill base.
- Provide support, guidance and feedback to staff and students working on productions, projects and events as required.
- Deal promptly and effectively with student issues or concerns, and ensure the welfare of students at all times.

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 in performance spaces, acting as a role model for staff, students and visiting companies/artists in these standards.
- Keep fully updated on, work in accordance with and maintain accurate records in regard to all applicable Health and Safety legislation and other industry regulations, including LOLER, WAH, PUWER, EAW, COSHH, MHAW, PPE, CNWR and the Environmental Protection Act 2000.
- Help ensure that staff, students and visiting companies/artists working on productions and events in performance spaces are working in the correct and safe manner, and that current regulations, guidance notes and approved codes of practice are followed at all times.

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- Help ensure that risk assessments are carried out, proper calculations made and applicable Health and Safety legislation and other industry regulations complied with for all manufactured, built, installed, rigged, flown, derigged and dismantled elements of productions and events.
- Assist in compiling and updating the Health and Safety File for productions.

Other Duties

- Act as an ambassador and brand guardian for Mountview at all times.
- Attend and contribute to staff meetings as required.
- Undertake training and development as required.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Professional Skills and Experience

- Experience in basic scenic construction, i.e. undertaking a cut list.
- Knowledge and experience of contemporary theatre practice, especially flys operation and rigging of loads.
- Knowledge of health and safety for theatre/public performance.

Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Strong communication, negotiation and interpersonal skills.
- Ability to 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.
- 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 self-development.

TERMS AND CONDITIONS

Salary: £31,462 per annum.

Contract: Permanent.

Hours: 40 hours per week, exact hours to be agreed with line manager, 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.

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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.

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 a 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.
- Access to Zurich Support Services providing free and confidential health & wellbeing support on emotional issues, financial services, family caring, daily living, legal information, life coaching and counselling support for you and your family.
- Confidential 24-hour counselling service available to you and your immediate family through DAS Counselling.
- 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 3 December at 9am.

Interviews: Interviews are likely to take place in the week commencing Monday 8 December.

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.

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

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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.