

MOUNTVIEW

Job Description

JOB TITLE:	Screen Acting & Recorded Media Technician
RESPONSIBLE TO:	Head of Screen Acting & Recorded Media
WORKS CLOSELY WITH:	Senior Digital Media Tutor Freelance Screen Acting & Recorded Media Staff
LIAISES WITH:	Other Academic 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 six 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

The Screen Acting & Recorded Media Technician is a key member of Mountview's Performance team. Reporting to the Head of Screen Acting & Recorded Media, and working closely with the Senior Digital Media Tutor, the post holder will support the day-to-day technical running of the department and provide in-class technical assistance to teaching staff and students, helping to ensure the provision of the highest levels of technical support, guidance and resource across departmental activities.

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.

Technical Support

- Support the Head of Screen Acting & Recorded Media and Senior Digital Media Tutor in the day-to-day technical running of the department.
- Provide in-class technical support to teaching staff and students, troubleshooting equipment and software issues to ensure continuity of lessons.
- Perform the role of camera operator, vision mixer and sound recordist for in-class exercises and technical demonstrations, and for project work as required.

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- Carry out the digitising and transcoding of media from class and project work to facilitate teaching and file sharing.
- Prepare, maintain and check equipment for all classes and projects, ensuring all assets are fully functional before use.
- Manage and perform scheduled maintenance and repairs on all departmental hardware and software.
- Manage the department's equipment inventory, lending library and booking system, ensuring all assets are logged and accounted for.

Student Welfare

- Deal promptly and effectively with student issues or concerns, escalating to the Head of Screen Acting & Recorded Media and Senior Digital Media Tutor as appropriate, and seek to ensure the welfare of students at all times.

Technical Resourcing

- Assist the Head of Screen Acting & Recorded Media with the technical resourcing and logistics of screen acting and recorded media work, working within agreed budgets and financial policies and procedures.

Team Working

- Work constructively as part of the Screen Acting & Recorded Media team to ensure that key shared goals are achieved and issues resolved.
- Participate in staff meetings as required.
- Undertake training and personal development as required/agreed.

External Relations

- Support the development and maintenance of relationships with equipment suppliers and technical industry practitioners.
- Attend external industry events as required, and assist in hosting industry events at Mountview on occasion.

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 Screen Acting & Recorded Media facilities, activities and working practices, acting as a role model for students in these standards.

Other Duties

- Work with other teams and technicians across Mountview to facilitate screen acting, recorded media and associated work as required.
- Any other duties as may be reasonably required.

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PERSON SPECIFICATION

Skills and Experience

- Relevant degree or equivalent professional qualifications or experience, with evidence of vocational training in film-making or media production.
- Advanced technical knowledge of cinematography and sound recording equipment and workflows.
- Proficient in video editing using DaVinci Resolve, sound editing, and recording using ProTools or Logic.
- Knowledge and experience of contemporary film, television and radio and working creatively within those industries.
- Experience with inventory management, equipment maintenance and technical troubleshooting.
- Strong commitment to training the next generation of performers for the professional creative industries.

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 deliver projects to budget and on schedule.
- 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.

TERMS AND CONDITIONS

Salary: Circa £31K per annum, depending on experience.

Contract: Permanent.

Hours: 40 hours per week, normally 9am to 6pm Monday to Friday, 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.

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.

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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: Thursday 19 February 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.

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.