

MOUNTVIEW

Job Description

JOB TITLE:	Scenic Art Manager
RESPONSIBLE TO:	Head of Production (Technical)
RESPONSIBLE FOR:	Prop Maker & Scenic Artist Freelance Scenic Art Staff
WORKS CLOSELY WITH:	Production Team

WELCOME TO MOUNTVIEW

From Sally Ann Gritton, Principal & CEO:

Mountview does things differently. Through our higher education programmes, our participation work, our growing network of regional sites, and our own examination board in Musical Theatre, Mountview Exams, we aim to dismantle barriers to the arts, open access to training for people of all ages and abilities, and engage meaningfully with the communities around us.

We are a vibrant, outward-looking organisation, agile and responsive to a changing sector. Each year we share our space, expertise and resources, learning from and collaborating with the rich cultural ecology on our doorstep and beyond. While our purpose-built home in Peckham remains central to who we are, Mountview is not defined by a single location: it is not a building, but an ethos.

OUR MISSION, VISION AND VALUES

Mountview is dedicated to developing the actors, technicians and practitioners who will shape the future of the creative industries.

Our vision is to be a world leader in dramatic training, making an impact locally, nationally and internationally. We give potential a chance, nurturing bold, curious and purposeful artists, and we work to ensure our teaching remains current, ambitious and relevant. We train our students to the highest standards, developing skills, confidence and individuality through innovative practice, close industry relationships and a deep belief in the power of creativity to change lives.

Our staff team is highly skilled and collectively committed to Mountview's mission. Together, we have built a flourishing, energetic workplace that celebrates kindness and difference, and succeeds through a shared belief in our core values:

- Challenge the Status Quo
- Create Belonging
- Sustain the Future
- Compassionate Collaboration
- Transparent Communication

Inclusivity and belonging sit at the heart of our organisation: we commit to learning, to accountability, and to doing better when we fall short. By investing in our people and our partnerships, we secure a vibrant future for the arts – and for the students and staff who make Mountview what it is.

MOUNTVIEW

HOW WE WORK AT MOUNTVIEW

At Mountview, people work hard, care deeply about what they do and look out for one another. We are a friendly, ambitious organisation with high expectations of ourselves, where everyone is trusted to take responsibility, pitch in when needed and contribute beyond their immediate role. We value openness, thoughtful challenge and a willingness to keep learning as we grow, and we support each other to meet high standards and do our best work.

The behaviours below are rooted in our values and describe what this looks like in practice. They set out the expectations for how we work, collaborate and deliver at Mountview. They apply to everyone and are demonstrated at a level appropriate to each role and its responsibilities:

Mindset & Approach	Interpersonal Skills & Relationships	Organisational Effectiveness
Responsibility & Accountability	Compassion & Respect	Continuous Improvement
Resilience & Adaptability	Collaboration & Teamwork	Using & Managing Resources
Curiosity & Creativity	Communicating & Influencing	Inclusive Practice

I hope, having learned more about Mountview, that you feel encouraged to apply for this role. If you do, please know this: you are welcome here.

PURPOSE OF THE ROLE

The Scenic Art Manager is a key member of Mountview's Production team. Reporting to the Head of Production (Technical), and line managing the Prop Maker & Scenic Artist, the post holder is responsible for managing scenic art provision, and supervising the work of freelance scenic art staff, on productions, projects and events across the academic calendar.

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

- Manage all aspects of scenic art on productions, projects and events, ensuring that effective methods are utilised and the highest possible standards realised within agreed budgets and schedules.
- Interpret designs, create samples and colour-matches and submit costs against production budgets.
- Undertake the painting of scenery, floors and cloths, and the touch-up and maintenance of completed projects, as required.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Identify and report all hazards arising in the venues and workshop areas and in any activities undertaken.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

Staff and Resource Management

MOUNTVIEW

- Supervise the work of freelance scenic art staff on productions, projects and events, contributing to freelance staff lists and resourcing as required.
- Supervise the work of students as required to ensure an efficient, productive and safe working environment.
- In conjunction with the Head of Production (Technical), Production Managers and Prop Maker & Scenic Artist, plan the staffing and resourcing of scenic art work, working within agreed budgets and financial policies and procedures.
- Organise, clean and maintain the workshop area, ensuring that all materials and equipment are fit for purpose and kept in safe condition.
- Source, order and manage stocks of production materials, working within agreed budgets and ensuring that levels are sufficient for department needs.
- Work constructively as part of the Production team to ensure that key shared goals are achieved and issues resolved as required.
- Maintain and develop relationships with outside suppliers, organisations and contractors.

Finance and Administration

- Assist the Head of Production (Technical) in the management of running and maintenance budgets.
- Prepare scenic art budgets and estimates for productions, projects, events and academic workshops.

Student Training, Learning and Welfare

- Provide support, guidance and feedback to staff and students working on productions, projects and events as required.
- Deliver scenic art training to students or apprentices as required.
- Deal promptly and effectively with any 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 scenic art facilities, activities and working practices, acting as a role model for students in these standards.
- Ensure that best practice is implemented in regard to the use and disposal of chemicals or waste in the construction workshop.
- Ensure that staff and students involved in scenic art activities for 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.
- Ensure that risk assessments are carried out, proper calculations are made and applicable Health and Safety legislation is complied with.
- Assist in compiling and updating the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview as and when required.

Other Duties

- Act as an ambassador and brand guardian for Mountview at all times.
- Attend and contribute to staff meetings as required.

MOUNTVIEW

- Undertake training and development as required.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Scenic Art Skills and Experience

Essential

- Knowledge and experience of managing and delivering scenic art on productions, projects and events from budgeting to completion, with exceptional finishing skills.
- Knowledge and experience of contemporary theatre practice and working effectively within the theatre production process.
- Knowledge and experience of working with a wide variety of scenic art techniques and materials.
- Knowledge and experience of reading and understanding drawings, ground plans and elevations, and of working accurately from drawings, models and reference material.
- Knowledge and experience of workshop health and safety, and an understanding of COSHH applied to a workshop environment.

Desirable

- Experience of line management within a scenic art environment.
- Knowledge and experience of scenic construction and prop making materials and techniques.
- Experience of working in an academic environment an advantage, preferably at higher education or conservatoire level.

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: £38,664 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, as agreed with the post holder and determined by the needs of the business.

MOUNTVIEW

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

RECRUITMENT PROCESS

Closing date: Tuesday 10 March 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-

MOUNTVIEW

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.