

MOUNTVIEW

Job Description

JOB TITLE:	Senior Lighting Tutor (Production Electrics)
RESPONSIBLE TO:	Head of Production (Training)
RESPONSIBLE FOR:	Supervision of sessional and freelance teaching staff as agreed with Head of Production (Training)
WORKS CLOSELY WITH:	Senior Lighting Tutor and Senior Sound Tutor Freelance Directors, Musical Directors and Lighting Designers
LIAISES WITH:	Other Production, Performance and Administrative Staff

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

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partnerships, we secure a vibrant future for the arts – and for the students and staff who make Mountview what it is.

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

Senior Lighting Tutors are key members of Mountview's Production team, supporting the FdA, BA Top-Up and Postgraduate training programmes in Technical Production: lighting, sound, video and associated technical skills.

The Senior Lighting Tutor (Production Electrics) is responsible for delivering lessons in lighting across the full range of courses and supporting students on projects and production roles, as well as assessing student learning and progression in this area and contributing to the development and delivery of the Technical Production training curriculum as a whole.

Reporting to the Head of Production (Training), and working alongside other academic, technical and administrative staff, the post holder will 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.

We welcome applications from candidates interested in working either full time or part time hours.

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.

Training and Tuition

- Develop and deliver lessons in lighting across the full range of courses to professional industry standards, ensuring that health and safety is core to all modules and training.

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- Provide lighting tuition for students working on projects and productions, and academic support to lighting and other Production Arts students as required.
- Keep up to date with industry changes, trends, equipment and contacts.
- Contribute to the delivery and development of the Technical Production training curriculum as a whole.

Student Learning, Progression and Assessment

- Ensure that lighting tuition is set within a clear, agreed and supportive framework for student progression and development.
- Ensure that feedback from internal, sessional and freelance teaching staff is requested and provided in a formal and timely manner to ensure the accurate assessment of student attainment.
- Ensure that all teaching and student assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Contribute to student assessment and feedback processes, procedures and meetings. Complete monitoring, assessment and evaluation reports as required.
- Be a Module Leader for agreed modules.

Student Recruitment and Welfare

- Contribute to the process of recruiting, selecting and interviewing students, proactively seeking opportunities for recruitment and marketing of Technical Production training courses.
- Undertake the duties of Personal Tutor for an agreed allocation of tutees and seek to ensure the welfare of students at all times, following safeguarding and welfare policies and procedures.
- Deal promptly and effectively with student issues or concerns, including disciplinary matters.

Staff and Resource Management

- Assist the Head of Production (Training) with the recruitment and management of sessional and freelance teaching staff.
- Assist in planning the staffing and resourcing of lighting training, including working with the Lighting Tutor to plan work schedules based on academic, student support and production needs.
- Assist in the operation and administration of all lighting components of the Production Arts Training programme.

Finance and Administration

- Assist the Head of Production (Training) in the management of lighting training budgets, working within financial policies and procedures.
- Organise, purchase or hire lighting equipment as required for teaching purposes, working within agreed budgets and ensuring that all necessary licences are obtained, in consultation with the Head of Production (Technical) and Head of Production (Training).
- Work closely with the Senior Lighting Tutor, Senior Sound Tutor and wider Production team to ensure that all facilities, equipment and resources, in-house or hired, are used effectively and maintained in good working order and that clear asset registers are kept.
- Ensure that sustainable and environmental good practice is employed in the use of equipment and materials.

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- Develop and maintain good working relationships with other drama schools, professional theatres, freelance technical staff, suppliers, casual and specialist workers and traders.

Team Working

- Work constructively as part of the Production training team to ensure that key shared goals are achieved and issues resolved as required.
- Work collaboratively with other academic, technical and production staff in pursuit of shared learning outcomes for students.
- Work closely with the wider Production team to ensure that the highest possible standards are maintained in all aspects of lighting work.
- Take part in staff, student and other meetings as required.
- Undertake training and personal development as required/agreed.

Productions, Projects and Events

- Take on the role of production electrician and/or board programmer on productions, projects and events as agreed with the Head of Production (Training).
- Provide support, mentoring and practical advice to students working on productions, projects and events, including attending rehearsals and advising students on notes given.
- Work closely with other staff and departments to help realise the lighting, sound and design requirements of productions, projects and events, working within agreed 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.
- 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 lighting 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, BS7909 and the Environmental Protection Act 2000.
- Ensure that staff and students involved in lighting and electrical work on 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.
- Help ensure that risk assessments are carried out, proper calculations are made and applicable Health and Safety legislation is complied with for all manufactured, built, erected, installed, rigged, flown, derigged and dismantled lighting and electrical elements of productions, projects and events.
- Assist in the compiling and updating of the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview Academy as and when required.

Other Duties

- Provide cover for other Production training staff as required.

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- Act as an ambassador and brand guardian for Mountview at all times.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Specialist Training and Teaching Experience

- Relevant degree or equivalent professional qualifications or experience, with evidence of vocational training in lighting.
- Experience of working in an academic environment desirable, preferably at higher education or conservatoire level.
- Strong commitment to training the next generation of creative practitioners.

Production Lighting Skills and Experience

- A minimum of five years' relevant experience in professional theatre or related industry.
- Experience of working in a senior lighting position, either permanent or freelance.
- Knowledge and experience of production electrics.
- Electrical experience such as BS7909 or good grounding in electrical theory.
- Relevant and up-to-date knowledge of lighting equipment including ETC desk programming.
- Lighting CAD drawing skills, particularly Vectorworks, desirable.
- Experience of planning, managing and delivering the lighting elements of projects, productions and events to a high standard.
- Experience of managing budgets desirable.

Personal Qualities and Attributes

- Experience of working flexibly and productively as part of a production team, with the ability to inspire, encourage and motivate others.
- Ability to work 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: £34,871 per annum (pro-rata for part time hours).

Contract: Permanent.

Hours: Option of full time OR part time hours, dependent on candidate.

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

Part time contract: no less than 24 hours per week, to be worked as agreed with line manager, with appropriate unpaid breaks.

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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.

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 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

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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.