

MOUNTVIEW

Job Description

JOB TITLE: Ptaszynski Producer (1 Year Fixed Term Contract)

RESPONSIBLE TO: Head of Public Performance

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.

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

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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 Resilience & Adaptability Curiosity & Creativity	Compassion & Respect Collaboration & Teamwork Communicating & Influencing	Continuous Improvement Using & Managing Resources 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.

BACKGROUND TO THE ROLE

André Ptaszynski was an award-winning producer held in the highest regard throughout UK theatre and the international stage. His ability to spot and develop talent created an impressive résumé, including work with leading comics, blockbuster musicals and nurturing new voices. With his first West End production opening in the late '70s, he was a key player in shaping British theatre and entertainment into the world-leading industry it is today.

A Trustee at Mountview from 2017 until his untimely death in 2020, André brought incredible experience, wisdom, kindness, wit and generosity to our Board and to Mountview as a whole. This post has been made possible thanks to generous donations from André's friends, family and colleagues in theatre. André was a champion for upcoming talent and passionately believed in creating opportunities for everyone to thrive in the arts. Named in his honour, the Ptaszynski Producer will help continue André's legacy at Mountview and beyond.

To find out more about the André Ptaszynski Memorial Fund click [here](#).

PURPOSE OF THE ROLE

The Ptaszynski Producer is a one-year fixed-term post designed to foster the development of an early-career producer. This post responds to the lack of representation amongst producers in UK theatre from diverse backgrounds.

The Producer will work with Mountview's Head of Public Performance to help coordinate a programme of approximately 25 undergraduate and postgraduate productions across our two venues, and will assist with producing/coordinating a range of educational activities in the building and beyond. The Producer will support the institution to widen engagement, expand the reach of our work, develop our outward-facing programme and bring insights to this role grounded in lived experience.

Mountview sits in the centre of a thriving and diverse community in Peckham. We know that different lived experiences are essential in shaping our public productions and our approach to audience and community engagement. This post is designed not only to provide an opportunity for

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an early-career producer but also to empower them to have a vital voice in making our productions accessible to a broader audience.

Alongside their responsibilities at Mountview, the Producer will be supported in their career development with industry placements and shadowing.

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.

Public Productions

- Assist with the coordination of Mountview's annual public season of undergraduate and postgraduate shows – around 25 productions (musicals & plays) across our two theatres.
- Act as a key contact between departments in the day-to-day coordination of productions, and liaise between creative, production and venue teams.
- Attend production meetings, and lead meetings where necessary.
- Coordinate contracts for visiting creatives, assist in the delivery of Short Film projects and act as a central organiser for the Showcases.
- Attend rehearsals and tech periods and be the first port of call for problem-solving.
- Work with the Marketing & Fundraising teams to ensure productions are marketed effectively and creatively, and all opportunities are fully explored.

New Work & Artistic Programming

- Attend and contribute to programming meetings, supporting the development of future performances and events which respond to our audiences and community.
- Highlight new and emerging writers, creatives and practitioners, feeding into Mountview's artistic planning process.
- Support the development of any new programming strands at Mountview.

Community Engagement

- Support the development of Mountview's profile and place in Peckham, to encourage community engagement and welcome more local audiences to our theatres and building.
- Work with the Participation team to engage local schools and community groups.
- Work with the Ticketing & Welcome Team Manager to strategically offer free tickets, to welcome those who might experience barriers to accessing theatre.

General

- Build effective relationships with internal colleagues and external partners.
- Undertake any other duties as may reasonably be required in the post.

PROFESSIONAL DEVELOPMENT

The Producer will receive professional development opportunities, including provision of up to 10 paid days across the year for placements/shadowing in the industry, facilitated by Mountview. The strategic nature of these placements will be agreed in consultation with the Producer. Mountview provides a breadth of experiences for the producer throughout the year and encourages them to

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further explore an area of personal and professional interest within the offer. For example: previous postholders have given focus to outreach activity and producing short films.

PERSON SPECIFICATION

The Producer is likely to have 2-4 years of industry experience, ideally in producing, but those able to demonstrate experience in a directly transferrable field are also welcomed to apply. The following attributes / skillsets would be advantageous, but we recognise that candidates may not be fully fluent in all areas, and welcome applications from those with transferrable skills and experience:

- Experience working in producing for theatre.
- Persuasive communication skills and creative problem-solving abilities.
- Time management and the ability to balance a demanding workload.
- Calm under pressure, alert and responsive.
- Attention to detail.
- Experience of budgeting.
- Understanding of contemporary theatre / live performance.
- Ability to connect a venue with its community.
- Understanding of drama training and the educational environment.

TERMS AND CONDITIONS

Salary: Circa £30-31K per annum, depending on experience.

Contract: 1 year fixed term.

Hours: 40 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.

The variable workload, combined with the need to meet specific deadlines and targets, will require some irregular working hours, including evenings and weekends.

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.

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- 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 an Employee Assistance Programme provided by Health Assured/Wisdom Wellbeing, offering a range of support, advice and guidance on issues relating to life, work and health.
- Access to ARAG counselling assistance, a confidential 24-hour counselling service for you and your immediate family.
- Access to 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 1 September 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 welcome applications from producers currently underrepresented in theatre and those who possess the skills and experience listed. We encourage applications from people who experience racism and marginalisation, including (but not limited to) those from African, Caribbean, LatinX, South Asian, East and South East Asian heritage, those from lower socio-economic backgrounds, those from the transgender community, those with a disability, those with neurodiversity, those who are care experienced, and those facing intersecting barriers.

Equal Opportunities: Mountview is committed to diversity and is an equal opportunities employer. We know that diverse groups of people make better decisions, and value the positive impact that difference has on our institution.

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.

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.

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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.