

MOUNTVIEW

Job Description

JOB TITLE: Costume Technician (Maternity Cover)

RESPONSIBLE TO: Costume Manager

WORKS CLOSELY WITH: Costume Supervisors
Freelance Costume 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 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

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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 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.

PURPOSE OF THE ROLE

The Costume Technician is a key member of Mountview's Costume team, supporting the Head of Costume and Costume Supervisors with all aspects of sourcing, maintaining and altering/making costumes for 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

- Work closely with the Head of Costume, Costume Supervisors, freelance Costume staff and other Mountview staff and departments to ensure that the costume requirements of productions, projects and events are achieved.
- Undertake/attend the following as required by the Head of Costume/Costume Supervisors:
 - Costume alterations and makes
 - Costume fittings
 - Costume maintenance
 - Get ins and get outs
 - Technical and dress rehearsals
 - Packing, unpacking and returning of costumes
 - Laundry and costume maintenance requirements for productions, projects and events
 - Good housekeeping of the Costume department and costume store

Student Learning

- Support students working on productions, projects and events as required.

Resource Management

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- Ensure that Costume facilities and equipment are maintained in good working order.
- Store and maintain all costumes and materials in an organised system.
- Maintain all newly purchased or donated costumes.

Team Working

- Work constructively as part of the Costume team to ensure that key shared goals are achieved and issues resolved as required.
- Take part in staff, student and other meetings as required.
Undertake training and personal development as required/agreed with opportunity to develop skills towards progression to supervising a show.
- Develop and maintain good working relationships with other drama schools, professional theatres, freelance staff, suppliers and traders.

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 Costume facilities, activities and working practices, acting as a role model for students in these standards.
- Keep abreast of current Health and Safety legislation, specifically in relation to Care of Substances hazardous to health (COSHH) and Manual Handling at Work (MHAW) regulations.
- Be responsible under the Environmental Protection Act 2000 for the safe disposal of all waste generated by the costume workrooms.

Other Duties

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

PERSON SPECIFICATION

Qualifications and Experience

- Relevant degree or equivalent professional qualifications or experience.
- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Experience of assisting work on previous productions.
- Experience of working in an academic environment an advantage.

Skills and Abilities

- Proven high standard of sewing and machine skills.
- Good knowledge and experience of altering and making costumes.
- Pattern cutting skills an advantage.
- Experience of using dyes an advantage.
- Work collaboratively and problem-solve.
- Work imaginatively and with close attention to detail.
- Take initiative while working within clear delegated levels of authority.
- Good level of health and safety knowledge.

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Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Interest in the performing arts and/or arts education.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Commitment to self-development.

TERMS AND CONDITIONS

Salary: Circa £32K per annum, depending on experience.

Contract: Maternity cover – fixed term to December 2027.

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.

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 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

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retailers.

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

RECRUITMENT PROCESS

Closing date: Thursday 8 October at 9am.

Interviews: Interviews are expected to take place in the week commencing Monday 12 October.

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 will be reviewing applications and interviewing candidates on an ongoing basis, and reserve the right to close the vacancy early should we appoint before the closing date.

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.