MOUNTVIEW

Job Description

JOB TITLE: **Technical Manager (Stage Bias)**

RESPONSIBLE TO: **Head of Production (Technical)**

WORKS CLOSELY WITH: **Head of Production (Training) and other Production 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	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

Technical Managers are key members of Mountview's Production department, which comprises both training and technical staff. Reporting to the Head of Production (Technical), the Technical Manager (Stage Bias) is responsible for the delivery of professional standards within the performance spaces, and providing technical support to in-house, external and visiting productions, projects and events.The position is a physical, 'hands on' role and will require strong practical theatre skills, manual handling, working at height and a good grounding in different performance spaces and their systems.

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.

Performance Spaces

- Take the lead role in the stage, flys and rigging related delivery of the technical process, overseeing the infrastructure and maintaining and developing the equipment portfolio, alongside the Head of Production(Technical).
- Maintain familiarity with, and support the other Technical Managers in the oversight of, lighting, sound, video and comms infrastructure and systems within Mountview.
- Develop and maintain accurate paperwork to provide a written reference for performance staging, rigging and flying systems, acting as a mentor and resource for students and freelancers.
- Lead on professional, safe and timely running of Mountview's in-house performance spaces, helping ensure that spaces are clean, tidy, safe and fit for purpose at all times.
- Ensure that appropriate safety checks, record keeping and reporting are undertaken for all technical equipment used in performance spaces.
- Assist with the maintenance of technical equipment in performance spaces.

Productions and Events

- Lead on productions and events, fit-ups, get-outs and technical rehearsals as required.
- Manage resources from cradle to grave, liaising with creative and in-house teams and acting as a point of contact as required.
- Work closely with the Technical & Production team, and Production(training) staff and students, to help ensure the highest production standards of Mountview's in-house productions and events.
- Provide technical support to Mountview's in-house productions and events, to its community academy programme and community events, and to visiting companies/artists.
- Oversee the rigging and derigging of lighting and sound equipment and scenic elements of productions and events in performance spaces.
- Work with the the Head of Production(technical) to facilitate audience access requirements.
- Help ensure friendly and professional customer service to Mountview staff, students, clients and tenants at all times.

Team Working

- Supervise the Technical & Production team, freelancers and others, deputising for the Head of Production(technical), Senior Production Manager and Production Manager as required.
- Attend meetings, leading discussion and process as required.
- Support other departmental leads in the day-to-day running of the department.
- Take part in department activities at all levels as part of the wider team as required.
- Operate systems, ques and act as a duty technican on a rota basis.
- Work constructively as part of the Technical & Production team to ensure that key shared goals are achieved and issues resolved.
- Supervise the work of any apprentices, trainees or students working within the Technical & Production team, as directed by the Head of Production(Technical).
- Help ensure that the highest standards of professional behaviour and good housekeeping are maintained in performance spaces 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 facilities, activities and working practices in performance spaces, acting as a role model for staff, students and visiting companies/artists in these standards.
- Keep fully updated on, work in accordance with and maintain accurate records in regard to all applicable Health and Safety legislation and other industry regulations, including LOLER, WAH, PUWER, EAW, COSHH, MHAW, PPE, CNWR and the Environmental Protection Act 2000.
- Help ensure that staff, students and visiting companies/artists working on productions and events in performance spaces 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 made and applicable Health and Safety legislation and other industry regulations complied with for all manufactured, built, installed, rigged, flown, derigged and dismantled elements of productions and events.
- Assist in compiling and updating the Health and Safety File for productions.

Other Duties

- Act as an ambassador and brand guardian for Mountview at all times.

- Attend and contribute to staff meetings as required.
- Undertake training and development as required/agreed.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Professional Skills and Experience

- Demonstrable experience of running a technical team.
- High proficiency in stage performance staging, flys and rigging.
- Working knowledge of lighting systems.
- Knowledge and experience of contemporary theatre practice and working creatively within the theatre production process.
- Knowledge of sound and audio visual installation and operation.
- Experience of delivering the technical elements of productions and events to a high standard.
- Strong knowledge of health and safety for theatre/public performance.
- Clean driving license (desirable).

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:	£36,886 per annum (plus any all staff pay increase in September 2026, subject to Board approval).
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, including some evenings and weekends, as agreed with the post holder and determined by the needs of the business. The post holder may be able to take time off in lieu, within 2 months, having agreed it with their line manager.
Holiday:	28 days in the first year, including bank holidays, rising with length of service thereafter to a maximum of 38 days.

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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 pf 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 8 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 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.