

MOUNTVIEW

Job Description

JOB TITLE:	Scenic Construction Manager
RESPONSIBLE TO:	Head of Production (Technical)
RESPONSIBLE FOR:	Supervision of Technician (Stage Bias) and other workshop staff as agreed with Head of Production (Technical)

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 Construction Manager is a key member of Mountview's Production department, which comprises both training and technical staff. Reporting to the Head of Production (Technical), the post holder is responsible for managing the construction workshop and leading the scenic builds of productions, projects and events across the academic calendar, on site and at external venues. 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.

Productions, Projects and Events

- Lead on the scenic builds of all productions, projects and events across the academic calendar, including the construction of scenery, furniture, stage properties and stage effects, on site and at external venues.
- Ensure that the scenic construction elements of all productions, projects and events are realised to the highest possible standard, working within agreed budgets and schedules, ensuring appropriate levels of student involvement and supervision, and reporting any feasibility issues to the Head of Technical & Production.
- Ensure that rehearsals, fit-ups and get-outs, on site and at external venues, are fully planned and communicated, and that all scenery and equipment is safely installed and dismantled, adhering to Mountview's Health and Safety Policy.
- Ensure that effective construction methods are utilised for all productions, projects and events, and that all relevant risk assessments are in place, have been distributed and are adhered to.
- Contribute to production planning meetings to address production, technical and scheduling issues.

MOUNTVIEW

- Identify and report all hazards arising in the venues, work environment 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

- Supervise the work of the Technician (Stage Bias) and other workshop staff, including freelance staff, as agreed with the Head of Production (Technical).
- Assist the Head of Production (Technical) with the recruitment, support and management of workshop staff as required.
- In conjunction with the Head of Production (Technical), plan the staffing and resourcing for scenic construction work, working within agreed budgets and financial policies and procedures.
- Organise, clean and maintain the construction workshop area, ensuring that all tools, 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.
- Maintain and develop relationships with outside suppliers, organisations and contractors.

Finance and Administration

- Assist the Head of Production (Technical) in the management of scenic construction budgets, working within agreed financial policies and procedures.
- Prepare scenic construction budgets and estimates for productions, projects, events and academic workshops.

Team Working

- Work constructively as part of the Production teams to ensure that key shared goals are achieved and issues resolved as required.
- Attend production, design, staff, student and other meetings as required.
- Undertake training and personal development as required/agreed.

Student Training, Learning and Welfare

- Be involved in the delivery of any scenic construction training on Production training courses or related apprenticeship schemes, including introductory-level practical workshop sessions.
- Provide support, guidance and feedback to staff and students working on productions, projects and events as required.
- Deal promptly and effectively with 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 construction facilities, activities and working practices, acting as a role model for students in these standards.

MOUNTVIEW

- 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 and the Environmental Protection Act 2000.
- Ensure that safe working practices are followed in the construction workshop at all times, e.g. Hot Work Permits, Safe Stacking of Materials, LEV and maintenance records for all machinery.
- Ensure that any person using machinery and equipment in the construction workshop has been properly trained and a record of their training made.
- 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 construction 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 for all manufactured, built, erected, installed, rigged, flown, derigged and dismantled scenic elements of productions, projects and events.
- 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

- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Scenic Construction Skills and Experience

Essential

- Knowledge and experience of contemporary theatre practice and working effectively within the theatre production process.
- Experience of managing a scenic construction workshop, with evidenced track record as a professional lead scenic carpenter/set builder.
- Experience of managing and delivering the scenic builds of productions, projects and events from budgeting to completion, with exceptional finishing skills.
- Knowledge and experience of working with a wide variety of scenic construction materials and techniques, including timber, metal and plastics.
- Knowledge and experience in the correct and safe use and maintenance of a wide range of workshop equipment, including access and lifting equipment, wood and metal working tools, and workshop and stage machinery.
- Knowledge and experience of reading and understanding drawings, ground plans and elevations, and of working accurately from drawings, models and reference material.
- Experience of using AutoCAD or similar drawing packages for viewing schematics.
- Knowledge and experience of workshop health and safety, and an understanding of COSHH applied to a workshop environment.

Desirable

- Knowledge and experience of flying, rigging and dismantling scenery, cloths, tracking and other scenic elements within the theatre industry.
- Knowledge and experience of scenic art and prop making materials and techniques.

MOUNTVIEW

- Knowledge of scenic construction in film, television or other related industry.
- Experience of welding.
- Experience of working in an academic environment an advantage, preferably at higher education or conservatoire level.

Personal Qualities and Attributes

- Experience of working flexibly and productively as part of a creative team of full time and visiting staff with the ability to inspire, encourage and motivate others.
- Ability to work creatively and imaginatively but also with close attention to detail.
- Ability to communicate effectively, both verbally and in writing.
- Ability to organise, prioritise and manage workload, and deliver projects to budget and on schedule while working under pressure.
- Ability to take initiative, problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to training the next generation of creative practitioners.
- Commitment to own professional development.

TERMS AND CONDITIONS

Salary: £39,631 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, 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.

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.

MOUNTVIEW

- 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.
- Reduced membership rate at Peckham Pulse leisure centre for all Mountview staff.

RECRUITMENT PROCESS

Closing date: Tuesday 10 November 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.

MOUNTVIEW

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.