

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Head of Lighting and Sound</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Production Arts</b>
<b>RESPONSIBLE FOR:</b>	<b>Senior Lighting Tutor Senior Sound Tutor Lighting and Sound Technician Sessional and Freelance Teaching and Technical Staff</b>
<b>WORKS CLOSELY WITH:</b>	<b>Head of Stage Management Head of Design and Applied Arts</b>
<b>LIAISES WITH:</b>	<b>Production and Stage Managers Technical Manager and Technicians Other Academic and Administrative Staff</b>

### ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools. We offer professional vocational training at foundation, undergraduate and postgraduate level in performance and production arts, alongside evening, weekend and holiday classes for all.

We present around 28 productions across the year including classic plays, new writing and musicals, and our studios, meeting rooms, theatres and workspace are available to hire.

Mountview in Peckham is a home for everyone – vocational students, young people and life-long learners, industry professionals and visitors alike – and there has never been a more exciting time to join us.

### MAIN PURPOSE OF POSITION

The Head of Lighting and Sound is a key member of Mountview's Production Arts team, responsible for the development, planning and delivery of the lighting, sound and digital production elements of Mountview's curriculum, and having overall responsibility for coordinating the lighting, sound and digital production requirements of productions, projects and events across the academic calendar.

Reporting to the Head of Production Arts, and working closely with other Heads of Department, the post holder will ensure that students receive the highest possible levels of tuition, guidance and support, and that teaching programmes are inspiring, technically well-grounded and responsive to the needs of the professional creative industries.

### KEY RESPONSIBILITIES

#### Strategic and Curriculum Development

- Lead the development, planning and delivery of the lighting, sound and digital production elements of Mountview's Theatre Production Arts courses.

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- Develop a strong ethos and shared methodology for Mountview's lighting, sound and digital production work, and help create a framework for collaboration between Theatre Production Arts courses.
- Ensure that the lighting, sound and digital production curriculum is current, reflects relevant industry sectors and achieves the highest possible standards in all its aspects.
- Liaise with colleagues in the Theatre Production Arts and Performance programmes to develop new opportunities for lighting and sound students.
- Contribute to the development of new courses, including short courses, as required.

## **Training and Tuition**

- Lead and make a significant personal contribution to the teaching programme in lighting, sound and digital production.
- Oversee and provide support and tuition for students working on productions, projects and events as required.
- Take a lead role in productions, projects, events and other lighting, sound and digital production activities as required.

## **Student Learning, Progression and Assessment**

- Lead on all academic procedures relating to the lighting, sound and digital production elements of Mountview's Theatre Production Arts courses, including student assessment and feedback processes and meetings.
- Establish and maintain a clear and supportive framework for student progression and development.
- Ensure that lighting, sound and digital production teaching and assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Complete monitoring, assessment and evaluation reports as required.

## **Extra-Curricular Activities**

- Develop talks, seminars, masterclasses, workshops, special projects and other extra-curricular activities for the benefit of students as appropriate.
- Contribute to Mountview's education and community work as required.

## **Student Recruitment and Welfare**

- Take a lead role in the process of recruiting and selecting students, including attending external recruitment events.
- Undertake the duties of Personal Tutor for an agreed allocation of tutees and seek to ensure the welfare of students at all times.
- Deal promptly and effectively with student issues or concerns, including academic support, pastoral care and disciplinary matters.

## **Staff and Resource Management**

- Plan the staffing and resourcing of all lighting, sound and digital production work, working within agreed budgetary parameters and financial policies and procedures.
- Recruit, support and manage sessional and freelance lighting, sound and digital production staff, working within HR policies and procedures and ensuring delivery of learning outcomes.

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- Manage the handling of departmental petty cash, credit cards and order forms, working within financial policies and procedures and keeping appropriate records.
- Ensure that departmental facilities and equipment are maintained in good working order and that clear asset registers are kept.

## Team Working

- Work proactively with other Heads of Department in pursuit of shared learning outcomes for students.
- Work constructively as part of the Theatre Production Arts team to ensure that key goals are achieved and issues resolved.
- Take part in staff, student and other meetings as required.

## External Relations

- Liaise with validating and accrediting bodies as required.
- Link with organisations and industry practitioners where this may benefit Mountview and its production work.
- Act as an ambassador for Mountview and help to ensure that its work is widely recognised and respected in the professional theatre, related industries and elsewhere.
- Undertake training and development as required/agreed.

## Productions, Projects and Events

- Coordinate the lighting, sound and digital production requirements of productions, projects and events across the academic calendar in consultation with the Head of Production Arts.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Liaise with other Heads of department in the employment of freelance staff for productions and the coordination of student show staffing.
- Plan and delegate lighting, sound and digital production staff cover for all performances and rehearsals, ensuring appropriate levels of student involvement and supervision.
- Offer help, guidance and practical advice to students working on productions, projects and events, including attending rehearsals and working with students on notes given as required.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate 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 facilities, activities and working practices, acting as a role model for students in these standards.
- Assist in the delivery of health and safety advice to staff and students, and in the development of health and safety policy and procedure for the organisation as a whole.
- 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 best practice is implemented in regard to the safe disposal of all waste generated by the Lighting, Sound and Digital production department.

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- Ensure that staff and students involved in lighting, sound 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 lighting, sound and electrical 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**

### **Training and Teaching Experience**

- A relevant degree and/or teaching qualification OR equivalent professional theatre experience.
- A successful and evidenced track record of training AND/OR mentoring for the professional theatre industry.
- A successful and evidenced track record of working in an academic environment, preferably at conservatoire/drama school OR a commitment to developing a teaching profile to complement significant industry experience.

### **Lighting and Sound Experience**

- A successful and evidenced track record of working in a professional theatre environment, preferably in a senior lighting, sound or production electrician role.
- Knowledge and experience of other areas within the lighting, sound and digital production discipline across live and recorded arts, not covered by individual specialty.
- Knowledge and experience of contemporary theatre practices and of working creatively within the theatre-making process.
- Knowledge and experience of a range of theatre or commercial production work.
- Excellent knowledge of health and safety for theatre and/or events.
- Significant experience of leading teams of various abilities.

### **Skills and Abilities**

- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent interpersonal skills, with ability to build and sustain strong working relationships with a wide range of people.
- Excellent written and verbal communication skills, including good telephone manner and ability to present well in person.
- Ability to make effective use of resources within agreed budgets and schedules.
- Ability to manage, lead and support individuals and teams, working collaboratively and productively to achieve targets.
- Ability to take initiative while working within clear delegated levels of authority.
- Ability to maintain attention to detail and provide assured accuracy while working under pressure and meeting strict deadlines.

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- Ability to exercise tact and discretion in dealing with sensitive and confidential matters.
- IT-literate and highly proficient in using Microsoft Office, including Outlook, Word and Excel.

## Personal Qualities and Attributes

- Positive, proactive and professional attitude.
- Strong commitment to training the next generation of creative professionals.
- 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 own professional development.

## 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 and General Data Protection Regulation (GDPR) 2018, and must abide by any related policies and procedures.

This post is based at Mountview's premises in Peckham, London SE15.

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.

## TERMS AND CONDITIONS

**Salary:** Circa £34-35K per annum, depending on experience.

**Contract:** Permanent, full time.

**Hours:** 40 hours per week, normally 9am to 6pm Monday to Friday, with a 1 hour unpaid lunch break each day. Additional hours may be required, including 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, pro rata, rising with length of service thereafter.

## CLOSING DATE

The closing date for completed applications is **Wednesday 13 February at 9am**.

## INTERVIEWS

Interviews are expected to take place in the week commencing **Monday 18 February**.

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## HOW TO APPLY

Please send a **completed application form** and **your current CV** by email (preferred) to [alistairowen@mountview.org.uk](mailto:alistairowen@mountview.org.uk) or by post to Alistair Owen, HR Administrator, Mountview, 120 Peckham Hill Street, London SE15 5JT.

All applications will be acknowledged. Late applications will not be considered.

Mountview is committed to diversity and is an equal opportunities employer.