

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Joint Course Leader, MA Performance</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Postgraduate Training</b>
<b>RESPONSIBLE FOR:</b>	<b>Sessional and Freelance Teaching Staff</b>
<b>WORKS CLOSELY WITH:</b>	<b>Other MA Course Leaders Head of Undergraduate Performance Training Head of Production Arts Training Heads of Performance and Theatre Production Arts Disciplines</b>
<b>LIAISES WITH:</b>	<b>Director of Learning &amp; Teaching Academic Quality &amp; Compliance Manager Registry &amp; Admissions Team Programme &amp; Student Services Team Other Academic &amp; Administrative Staff</b>

### ABOUT MOUNTVIEW

Mountview trains students differently. One of the UK's leading drama schools, we develop actors and practitioners who will become the future of the creative industries. Through innovative practice, new approaches to working and close relationships with industry, we cultivate graduates who are independent, generous and actively connected to the issues of the day.

The arts can enrich and change lives. We are passionate about dismantling barriers to the arts and engaging with communities in Peckham and beyond. Every year we share our space, expertise and resources, opening up access to the dramatic arts for all ages and abilities, while simultaneously learning from and collaborating with the vibrant cultural ecology on our doorstep.

Today's students join a constellation of graduates making their mark on the profession. Actors Grace Hodgett Young (*Sunset Boulevard*), Ben Joyce (*Back to the Future*), Louisa Harland (*Derry Girls*), Artistic Director Rachel Bagshaw (Unicorn Theatre), Musical Director Sean Green (*Get Up, Stand Up!*), Olivier Award-winning actor Giles Terera (*Hamilton*) and actor Eddie Marsan are just a few of our notable alumni.

### MAIN PURPOSE OF POSITION

The Joint Course Leader, MA Performance, is a key member of Mountview's postgraduate team, responsible for the strategic development, planning, delivery and day-to-day running of the MA Performance programme.

Reporting to the Head of Postgraduate Training, and working closely with other MA Course Leaders and Heads of Performance and Theatre Production Arts disciplines, the post holder will ensure that students receive the highest possible levels of tuition, guidance and support, and that tuition is responsive to students' individual development and the needs of the professional creative industries.

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## KEY RESPONSIBILITIES

### Strategic and Curriculum Development

- Contribute to the strategic development, planning and delivery of the MA Performance programme, overseeing and ensuring its efficient and effective day-to-day running.
- Contribute to the development of a strong ethos and shared methodology for Mountview's MA Performance programme, and help create a framework for collaboration between MA courses.
- Ensure that the MA Performance curriculum is current, reflects relevant industry sectors and achieves the highest possible standards in all its aspects.
- Liaise with colleagues in the Performance and Theatre Production Arts programmes to develop new opportunities for MA Performance students.
- Contribute to the development of new courses, including short courses, as required.

### Teaching and Direction

- Lead and make a significant personal contribution to the MA Performance teaching programme, including delivering group classes and individual tutorials.
- Oversee the work of MA Performance students on productions, projects and events.
- Contribute to the selection of repertoire and casting decisions for MA Performance students' public productions.
- Occasionally direct productions, showcases or other events to be agreed.
- Occasionally lead projects, rehearsals and other related activities to be agreed.

### Student Learning, Progression and Assessment

- Lead on all academic procedures relating to the MA Performance programme, including student assessment and feedback processes and meetings.
- Ensure that MA Performance teaching and assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Establish and maintain a clear and supportive framework for student progression and development.
- Complete course 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 disciplinary matters.

### Staff and Resource Management

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- Plan all staffing and resourcing for MA Performance work, working within agreed budgets and financial policies and procedures.
- Recruit, support and manage visiting MA Performance staff, working within agreed HR policies and procedures and ensuring delivery of learning outcomes.
- Maintain the highest possible standards of health and safety, working within agreed health and safety policies and procedures and acting as a role model for staff and students in this regard.

## **Team Working**

- Work proactively with Heads of Programme, other MA Course Leaders and Heads of Performance and Theatre Production Arts disciplines in pursuit of shared learning outcomes for students.
- Work constructively as part of the Postgraduate Training team to ensure that shared 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 external organisations and industry practitioners where this may benefit Mountview and its work.
- Act as an ambassador for Mountview at all times and help to ensure that its work is recognised and respected in the participatory arts sector and elsewhere.
- Undertake training and development as required/agreed.

## **Other Duties**

- Any other duties as may be reasonably required.

## **PERSON SPECIFICATION**

### **Training and Teaching Experience**

- Successful and evidenced track record of training and/or mentoring performers for the professional theatre and related industries – specific experience and knowledge in the training of Musical Theatre performers is desirable.
- Successful and evidenced track record of working in an academic environment, within higher education and/or a conservatoire/drama school.
- Significant vocational teaching experience is essential and a teaching qualification in a relevant discipline is desirable.

### **Performance Experience**

- Training in performance or related field to degree level, or equivalent professional experience.
- Relevant postgraduate degree or equivalent level qualification, or equivalent professional experience.
- Successful and evidenced track record as a performer or in a related field, with industry connections at the highest level both in the UK and internationally – specific experience and knowledge in the field of Musical Theatre is desirable.
- Knowledge and experience of a broad range of professional theatre, including

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contemporary international theatre. Specific experience and knowledge of Musical Theatre repertoire and of developments in the Musical Theatre field are desirable.

## **Management Experience and Abilities**

- Experience of building strong and effective working relationships with internal and external staff, students, visitors and partners, with the ability to inspire, encourage and motivate others.
- Experience of managing financial and other resources and ensuring the effective delivery of a multi-faceted programme of work.
- Ability to develop and sustain collaborative working relationships with colleagues and work as part of a team within clear delegated levels of authority.

## **Organisational Skills and Abilities**

- Ability to work positively and proactively under pressure and to tight deadlines.
- Ability to work creatively and imaginatively but with close attention to detail.
- Excellent time management and organisational skills, with ability to multitask, prioritise and problem-solve.
- Excellent written and verbal communication skills and ability to present well in person.
- 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**

- Strong commitment to training the next generation of professional performers.
- Willingness to adopt a flexible and adaptable approach to hours and workload.
- 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 normally based at Mountview's premises in Peckham, London SE15. Mountview reserves the right to require the post holder to work at such other place of business within Greater London as the organisation may require, or work from home for online delivery when necessary.

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 £41K per annum, depending on experience.

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**Contract:** Permanent.

**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, pro rata, rising with length of service thereafter.

## **CLOSING DATE**

The closing date for completed applications is **Thursday 24 October at 9am**.

## **INTERVIEWS**

First round interviews are likely to take place in the **week commencing Monday 11 November**.

## **HOW TO APPLY**

Please send your **current CV** with a **covering letter** and a **completed equal opportunities monitoring form** to Alistair Owen, People & Culture Manager, at [alistairowen@mountview.org.uk](mailto:alistairowen@mountview.org.uk)

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

Mountview is committed to diversity and is an equal opportunities employer. We actively encourage applicants from under-represented backgrounds and value the positive impact that difference has on our institution.