

MOUNTVIEW

Ptaszynski Producer Job Description

ABOUT US

Mountview is one of the UK's leading drama schools, discovering and training talented students for the international stage and screen. From acting to backstage specialisms, we offer the highest standards of intensive vocational training. Alumni include Olivier Award winning actors Giles Terera and Rebecca Trehearn, Artistic Director of the Unicorn Theatre Rachel Bagshaw and actor/writer Amy Trigg (winner of the inaugural Women's Prize for Playwrighting 2020).

Based in Peckham, we are at the heart of one of the most exciting areas of London. Our purpose-built home includes two theatres, TV studios, recording facilities, 21 dance and drama studios, production arts training facilities and a commercial rehearsal space. The two auditoria – the 80-seat Backstage Theatre and the 200-seat main house completed with a £1m gift from Cameron Mackintosh – present around 25 productions annually by our students and feature classic plays, new writing and musicals plus activities from resident companies and community groups.

Mountview is a totally different kind of learning experience, offering a unique combination of a drama school, a community arts building and a place for the creative industries to make their work, and there has never been a more exciting time to join us.

BACKGROUND

André Ptaszynski was an award-winning producer held in the highest regard throughout UK theatre and the international stage. His ability to spot and develop talent created an impressive résumé, including work with leading comics, blockbuster musicals and nurturing new voices. With his first West End production opening in the late '70s, he was a key player in shaping British theatre and entertainment into the world-leading industry it is today.

A Trustee at Mountview from 2017 until his untimely death in 2020, André brought incredible experience, wisdom, kindness, wit and generosity to our Board and to Mountview as a whole. This post has been made possible thanks to generous donations from André's friends, family and colleagues in theatre. André was a champion for upcoming talent and passionately believed in creating opportunities for everyone to thrive in the arts. Named in his honour, the Ptaszynski Producer will help continue André's legacy at Mountview and beyond.

To find out more about the André Ptaszynski Memorial Fund click [here](#).

THE ROLE

The Ptaszynski Producer is a one-year fixed-term post designed to foster the development of an early-career producer. This post responds to the lack of representation amongst producers in UK theatre from diverse backgrounds.

The Producer will work with Mountview's Head of Public Performance to help coordinate a programme of approximately 25 undergraduate and postgraduate productions across our two venues, and will assist with producing/coordinating a range of educational activities in the building and beyond. The Producer will support the institution to widen engagement, expand the reach of our work, develop our outward-facing programme and bring insights to this role grounded in lived experience.

Mountview sits in the centre of a thriving and diverse community in Peckham. We know that different lived experiences are essential in shaping our public productions and our approach to audience and community engagement. This post is designed not only to provide an opportunity for an early-career producer but also to empower them to have a vital voice in making our productions accessible to a broader audience.

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Alongside their responsibilities at Mountview, the Producer will be supported in their career development with industry placements and shadowing.

KEY RESPONSIBILITIES

Public Productions

- Assist with the coordination of Mountview's annual public season of undergraduate and postgraduate shows – around 25 productions (musicals & plays) across our two theatres.
- Act as a key contact between departments in the day-to-day coordination of productions, and liaise between creative, production and venue teams.
- Attend production meetings, and lead meetings where necessary.
- Coordinate contracts for visiting creatives, assist in the delivery of Short Film projects and act as a central organiser for the Showcases.
- Attend rehearsals and tech periods and be the first port of call for problem-solving.
- Work with the Marketing & Fundraising teams to ensure productions are marketed effectively and creatively, and all opportunities are fully explored.

New Work & Artistic Programming

- Attend and contribute to programming meetings, supporting the development of future performances and events which respond to our audiences and community.
- Highlight new and emerging writers, creatives and practitioners, feeding into Mountview's artistic planning process.
- Support the development of any new programming strands at Mountview.

Community Engagement

- Support the development of Mountview's profile and place in Peckham, to encourage community engagement and welcome more local audiences to our theatres and building.
- Work with the Participation team to engage local schools and community groups.
- Work with the Ticketing & Welcome Team Manager to strategically offer free tickets, to welcome those who might experience barriers to accessing theatre.

General

- Build effective relationships with internal colleagues and external partners.
- Undertake any other duties as may reasonably be required in the post.

PROFESSIONAL DEVELOPMENT

The Producer will receive professional development opportunities, including provision of up to 10 paid days across the year for placements/shadowing in the industry, facilitated by Mountview. The strategic nature of these placements will be agreed in consultation with the Producer. Mountview provides a breadth of experiences for the producer throughout the year and encourages them to further explore an area of personal and professional interest within the offer. For example: previous postholders have given focus to outreach activity and producing short films.

SKILLSET

The Producer is likely to have 2-4 years of industry experience, ideally in producing, but those able to demonstrate experience in a directly transferrable field are also welcomed to apply. The following attributes / skillsets would be advantageous, but we recognise that candidates may not be fully fluent in all areas, and welcome applications from those with transferrable skills and experience:

- Experience working in producing for theatre.

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- Persuasive communication skills and creative problem-solving abilities.
- Time management and the ability to balance a demanding workload.
- Calm under pressure, alert and responsive.
- Attention to detail.
- Experience of budgeting.
- Understanding of contemporary theatre / live performance.
- Ability to connect a venue with its community.
- Understanding of drama training and the educational environment.

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 accordance with the provisions of the UK-GDPR (United Kingdom General Data Protection Regulation) 2020, and must abide by any related policies and procedures.

This post is 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 their own 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 £26-28K per annum, depending on experience.

Contract: 1 year fixed term, exact dates to be agreed with candidate on appointment. Please note that candidates will be expected to commit to the full year in post.

Hours: 40 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. The variable workload, combined with the need to meet specific deadlines and targets, will require some irregular working hours, including evenings and weekends.

Holiday: 28 days, including bank holidays.

HOW TO APPLY

We welcome applications from producers currently underrepresented in theatre and those who possess the skills and experience listed. We encourage applications from people who experience racism and marginalisation, including (but not limited to) those from African, Caribbean, LatinX, South Asian, East and South East Asian heritage, those from lower socio-economic backgrounds, those from the transgender community, those with a disability, those with neurodiversity, those who are care experienced, and those facing intersecting barriers.

To apply, please send a completed application form and equal opportunities monitoring form with your current CV to our Recruitment Team, at recruitment@mountview.org.uk.

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Mountview is committed to being anti-racist and anti-discriminatory. As part of this, we are looking at ways to make our recruitment more inclusive. If you would like this job description in an alternative format, or if you would like to offer any feedback, please don't hesitate to get in touch.

The closing date for completed applications is **Friday 10th January at 9am**. All applications will be acknowledged. Late applications will not be considered.

Interviews will take place 22nd January and 23rd January 2025. Interview invitations will likely be sent W/C 13th January 2025 and no earlier.