

MOUNTVIEW

Job Description

JOB TITLE:	Technician – Carpentry Bias
RESPONSIBLE TO:	Head of Technical and Production
WORKS CLOSELY WITH:	Technical and Production Team Production Arts Staff and Students

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.

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

Technicians are key members of Mountview's Technical and Production department. Reporting to the Head of Technical and Production, the post holders will be primarily responsible for helping facilitate the technical requirements of, and providing technical support to, in-house and visiting productions and events.

KEY RESPONSIBILITIES

Productions and Events

- Provide production carpentry support to the Scenic Construction Manager within the workshop and performance spaces during fit ups/turnaround.
- Provide technical support to Mountview's in-house productions and events, to its community programme, and to visiting companies/artists.
- Assist with the rigging, flying and derigging across all technical disciplines of productions and events in performance spaces.
- Act as duty technician for performance and technical rehearsals as required.

Performance Spaces

- Assist with the smooth running of Mountview's in-house performance spaces, helping ensure that spaces are clean, tidy, safe and fit for purpose at all times.
- Help 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 for the performance spaces.

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Team Working

- Work closely with Mountview Production Managers and visiting companies/artists to help facilitate the technical requirements of productions and events in performance spaces.
- Work with the Technical Managers to facilitate any audience access requirements.
- Help ensure friendly and professional customer service to Mountview staff, students, clients and tenants at all times.
- Work constructively as part of the Technical 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 team, as directed by the Technical Managers.
- 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.
- Any other duties as may be reasonably required.

PERSON SPECIFICATION

Professional Skills and Experience

- Formal training in bench joinery to a recognised standard or demonstrable experience to a similar level in scenic construction carpentry.
- Knowledge and experience of contemporary theatre practice (on similar industry) and working creatively within the theatre production process.

Desireable

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- Knowledge and experience of rigging and derigging especially fly's operation and rigging of loads.
- Knowledge of health and safety for theatre/public performance.
- Clean driving license.

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.

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

This post is based at Mountview's new 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 £29k

Contract: Permanent, full time.

Hours: 40 hours per week, including evenings and weekends, exact hours to be agreed with Line Manager. Additional hours may be required, 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.

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CLOSING DATE

The closing date for completed applications is **Friday 10th January 2025 at 9am.**

HOW TO APPLY

Please send your **current CV** with a **covering letter** and a **completed equal opportunities monitoring form** to The Recruitment Team, at recruitment@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.