

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Course Leader, MA/MFA Creative Practice</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Postgraduate Training</b>
<b>RESPONSIBLE FOR:</b>	<b>Sessional &amp; Freelance Teaching Staff</b>
<b>WORKS CLOSELY WITH:</b>	<b>Leaders of Other MA Courses Senior Tutor, Postgraduate Training Head of Undergraduate Performance Training Head of Production Arts Training Director of Learning &amp; Teaching</b>
<b>LIAISES WITH:</b>	<b>Programme &amp; Student Services Team Registry &amp; Admissions Team Academic Quality &amp; Compliance Manager 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.

### BACKGROUND TO POSITION

Mountview's MA/MFA in Creative Practice is a development of the existing MA in Theatre Directing and MA in Creative Producing. The new course will start in September 2025, replacing these two individual courses with a single course comprising three pathways – Directing, Dramatic Writing and Producing – allowing us increased opportunities for collaboration and shared learning between students of these disciplines, and through this a more rounded and contemporary approach to training creative artists.

While Mountview has not previously run a writing course, we have a strong track record of producing exciting and innovative writing talent from our Postgraduate courses – including Alecky Blythe (National Theatre), Sarah Hanly (Royal Court), Emma Hemmingford (Southwark Playhouse), Tania Nwachukwu (The Bush), Anne Odeke (The Globe), Heather O'Sullivan (Screen Ireland) and

# MOUNTVIEW

India Wilson (Brixton House) – and our directing and producing students regularly originate and develop new material.

The course will combine intensive work on developing practical skills with rigorous critical thinking and a rounded approach to creative autonomy. The core principle of the MA/MFA is to develop the distinctive voice of each student, and build the skills required for a sustainable and creatively satisfying career. Alongside teaching by top industry practitioners, students will be given the opportunity to gain experience through placements and to create their own work.

Students taking the MFA option share the majority of classes with MA students in their first year, while the second year of MFA training is focused on further research and development of pedagogic skills. The shape of this year is to a large degree student led, and a substantial proportion of the work will take place independently and off-site.

Mountview's postgraduate directing and producing students have gone on to work for the UK's leading theatre companies, in the West End and on Broadway. Graduates have a reputation for clarity, imaginative engagement and leadership and include:

- Emily Aboud – Winner of the Evening Standard Future Theatre Award. Artistic Director of Lagahoo Productions. Associate Artist at the Bush Theatre.
- Michael Fentiman – Director of *Amelie The Musical* (Watermill Theatre, West End and Tour). Nominated for three Olivier Awards including Best New Musical.
- Edward Hall – Artistic Director of Propellor Theatre Company, previously Artistic Director of Hampstead Theatre.
- Michael Longhurst – Artistic Director of the Donmar Warehouse 2019-2024.
- Denzel Westley-Sanderson – Awarded the RTST Sir Peter Hall Director Award 2022. Work for ETT, National Theatre, Stratford East and Regents Park.

## MAIN PURPOSE OF POSITION

The Course Leader, MA/MFA Creative Practice, is a key member of Mountview's academic team, responsible for the planning and delivery of the MA/MFA Creative Practice course. Reporting to the Head of Postgraduate Training and working closely with leaders of other MA courses, as well as BA Performance and Production Arts programmes, 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.

## KEY RESPONSIBILITIES

### Strategic and Curriculum Development

- Contribute to the strategic development, and lead planning and delivery of the MA/MFA in Creative Practice course.
- Complete monitoring, assessment and evaluation reports as required.
- Ensure that the Creative Practice curriculum is current, reflects relevant industry sectors and achieves the highest possible standards in all its aspects.

### Training and Tuition

- Lead and make a significant contribution to the teaching programme in creative practice.
- Deliver group classes and individual tutorials in creative practice.

# MOUNTVIEW

- Oversee the work of creative practice students on productions, projects and events.

## COMMON RESPONSIBILITIES

### Student Learning, Progression and Assessment

- Contribute to the development and maintenance of a strong ethos and shared methodology for Mountview's training and help facilitate collaboration between MA/MFA courses.
- Ensure that tuition is set and delivered within a clear, agreed and supportive framework for student progression and development.
- Ensure that all teaching, learning and assessment meets agreed standards, academic regulations and quality assurance procedures.

### Student Recruitment and Welfare

- Contribute to the process of recruiting, interviewing and selecting students as required.
- Undertake the duties of personal tutor for an agreed allocation of tutees and ensure the welfare of students at all times.
- Respond promptly and effectively to student issues or concerns, briefing and informing students of support and care services and following safeguarding and welfare policies and procedures.
- Maintain good practice and discipline within the student body.
- Facilitate group tutorials on wellbeing and other areas as required.

### Staff and Resource Management

- Assist with the recruitment, support and management of visiting staff.
- Help plan staffing and resourcing for Mountview's MA/MFA work, working within agreed budgetary parameters and financial policies and procedures.
- Assist with the day-to-day running of Mountview's MA/MFA work, undertaking administrative and producing tasks as required.
- Maintain the highest levels of health and safety standards, and work within agreed health and safety policies and procedures.

### Team Working

- Work collaboratively with the Head of Postgraduate Training and course leaders in pursuit of shared learning outcomes for students.
- Work constructively as part of Mountview's teaching team to ensure that key shared goals are achieved and issues resolved.
- Take part in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.

### 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 outreach and community work as required.

### Other Duties

- Any other duties as may be reasonably required.

# MOUNTVIEW

## PERSON SPECIFICATION

### Training and Teaching Experience

- Successful and evidenced track record of training and/or mentoring students within one or more of the Creative Practice pathways (directing, producing, writing) for the professional theatre industry.
- Successful and evidenced track record of working in an academic environment, preferably at postgraduate level 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.

### Education and Industry Experience

- A postgraduate degree in a relevant discipline or professional experience to an equivalent level.
- Successful and evidenced track record as a practitioner in a field related to at least one of the Creative Practice pathways, with industry connections at the highest level both in the UK and internationally.
- In depth and current knowledge and experience of the theatre and performance sector within the UK and internationally.

### Management Experience and Abilities

- Experience of building strong and effective working relationships with staff, students, visitors and partners, with the ability to inspire, encourage and motivate others.
- Experience in recruiting and managing staff.
- 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 creative professionals.
- Willingness to adopt a flexible and adaptable approach to hours and workload.
- Understanding of the demands and challenges faced during organisational change.
- Commitment to own professional development.

## ADDITIONAL INFORMATION

# MOUNTVIEW

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 2018, 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.

Mountview currently operates a hybrid working policy, 60% in the office and 40% remotely, where roles and responsibilities allow. This is not a contractual right and is reviewed periodically, and we reserve the right to request that you are in the office at any time during your working week.

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 £40-41K per annum, depending on experience.

**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 20 March at 9am**.

## INTERVIEWS

First round interviews are expected to take place in the **week commencing Monday 7 April**.

## HOW TO APPLY

Please send your **current CV** with a **covering letter** and a **completed equal opportunities monitoring form** to [recruitment@mountview.org.uk](mailto: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.