

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Deputy Production Manager</b>
<b>REPORTING TO:</b>	<b>Senior Production Manager</b>
<b>WORKS CLOSELY WITH:</b>	<b>Production Manager Venue &amp; Estates Technical Team Stage Management Team Lighting and Sound Team Design and Applied Arts Team Directors, Designers, Choreographers and Musical Directors</b>

### ABOUT MOUNTVIEW

Mountview is one of the UK's leading drama schools, discovering and training the most talented students for the international stage and screen. The first drama school in the UK to offer specialist three-year training in musical theatre, we offer the highest standards of intensive vocational training across both onstage and backstage specialisms, and at any one time over 70% of long-running West End shows feature Mountview graduates.

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 and production arts workshops. We present around 25 productions each year by our students, as well as activities from resident companies and community groups, and our performance, rehearsal and workspaces are available to hire.

We offer reduced price tickets for local people, and our theatre spaces are complemented by three public food and beverage units – Westland Coffee & Wine and Loading Bar on the ground floor, and rooftop bar/restaurant Skylight with panoramic views of the London skyline.

Alongside our degree-level training, Mountview runs highly-regarded young people's programmes and adult evening classes, and works directly in the community to engage those who might otherwise have no access to the transformative power of theatre.

Mountview in Peckham is a home for everyone – students, local young people and life-long learners, creative industry professionals and visitors alike – and with the resources of the new building, along with an increased profile both within the industry and publicly, there has never been a more exciting time to join us.

### MAIN PURPOSE OF POSITION

The Deputy Production Manager is a key member of Mountview's Venue & Estates Technical team, responsible for supporting the Production Manager and Senior Production Manager to ensure the smooth running and coordination of productions, projects and events across the academic calendar.

### KEY RESPONSIBILITIES

**Productions, Projects and Events**

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- Operational and administrative support of Mountview productions, projects and events across the academic calendar.
- Work closely with the Production Managers and other key departments to support the realisation of productions, projects and events to the highest possible standard.
- Manage productions inside and outside the main building as required.
- Attend production planning meetings with or on behalf of the Production Managers.
- Costing and purchasing of materials and resources for productions, projects and events as required by the Production Managers.
- Team diary management, scheduling meetings, booking rooms.
- Support the build, fit up, on-stage rehearsals, first night, show running and get out of Mountview productions, projects and events as required.
- Support the day-to-day running of allocated productions, projects and events by undertaking relevant ordering of materials, financial paperwork and accounting systems.
- Help ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.
- Deputise for the Production Managers when required.

## **Staff and Resource Management**

- Manage in-house technical resources with the Technical and Production Managers, including sourcing, ordering and managing stocks of production consumables and equipment, and retaining and storing items from productions as required.
- Help manage Mountview's van and any hire vehicles used by the Venue & Estates department.
- Maintain and develop relationships with outside suppliers, organisations and contractors.

## **Student Learning and Welfare**

- Offer help, guidance and practical advice to students working on productions, projects and events, and occasionally oversee a student project or other activity as required.
- Contribute to student feedback processes, procedures and meetings as required.
- Seek to ensure the welfare of students at all times, and deal promptly and effectively with student issues or concerns, including disciplinary matters.

## **Team Working**

- Work constructively as part of the Venue & Estates team to ensure that key shared goals are achieved and issues resolved as required.
- Take part in staff, student and other meetings, including assessment meetings, as required.
- Undertake training and personal development as required/agreed.

## **Finance and Administration**

- Assist the production Managers in the management of departmental budgets, working within Mountview's financial policies and procedures.
- Co-ordinate and supervise the handling of petty cash, receipts, credit cards and order forms, including supervising students' handling of these, working within Mountview's financial policies and procedures.

## **Health and Safety**

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- 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.
- 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 and the Environmental Protection Act 2000.
- Ensure that staff and students involved in 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.
- Assist with creating risk assessments and ensuring applicable Health and Safety legislation is complied with for all manufactured, built, erected, installed, rigged, flown, derigged and dismantled elements of productions, projects and events.
- Help compile and update the Health and Safety File for allocated productions.

## **Other Duties**

- Any other duties as may be reasonably required.

## **PERSON SPECIFICATION**

### **Qualifications and Experience**

#### ***Essential***

- Relevant experience in a similar role.
- Knowledge and experience of contemporary theatre practice and working effectively within the live theatre environment.
- A good knowledge of Microsoft Office suite.

#### ***Desirable***

- Experience of working in a Technical, Production or Stage Management role, either in professional theatre or similar environment.
- Experience of working with crews and staff teams of various abilities.
- Knowledge of Health and Safety for theatre and/or events.
- Knowledge of scenic construction.
- Experience of Autocad or Vectorworks.
- Knowledge of the flying, rigging and dismantling of scenic elements.
- Knowledge of scenic art and prop making.
- Clean driving licence.

### **Skills and Abilities**

- Strong communication, negotiation and interpersonal skills.
- Ability to prioritise and manage workload.
- Ability to problem solve to a good level.
- Ability to work collaboratively and productively as part of a creative team.
- Ability to work as a strong team member.
- Ability to take initiative while working within clear delegated levels of authority.
- Methodical, with close attention to detail.

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## Personal Qualities and Attributes

- Calm, positive and professional attitude.
- Enjoy engaging and working with new people, with the aim of creating effective working relationships in a short period of time.
- Willingness to adopt a flexible and adaptable approach to day-to-day workload.
- Understanding of the demands and challenges faced during organisational change.
- Strong commitment to training the next generation of theatre practitioners.
- 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 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 £28K per annum, depending on experience.

**Contract:** Permanent.

**Hours:** 40 per week, exact hours to be agreed with line manager, with a 1 hour unpaid break each day. Additional hours may be required, including some 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 **Tuesday 28 June at 6pm**.

## HOW TO APPLY

Please send **your current CV** with a **covering letter** and a completed **equal opportunities monitoring form** to Alice Cann, Academic Quality & Compliance Manager, at [alicecann@mountview.org.uk](mailto:alicecann@mountview.org.uk)

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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.