

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Senior Lighting Tutor</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Production Arts Training</b>
<b>RESPONSIBLE FOR:</b>	<b>Supervision of sessional and freelance teaching staff as agreed with Head of Production Arts Training</b>
<b>WORKS CLOSELY WITH:</b>	<b>Senior Sound Tutor and Lighting &amp; Sound Tutor Technical &amp; Production Team Freelance Directors, Musical Directors and Lighting Designers</b>
<b>LIAISES WITH:</b>	<b>Other Production Arts, Performance and Administrative Staff</b>

### WELCOME TO MOUNTVIEW

From Sally Ann Gritton, Principal & CEO:

Mountview is a vibrant and dynamic organisation to be a part of. Dedicated to ensuring the future of the creative industries, we train actors, practitioners and technicians to the highest standards. The staff team are highly skilled, friendly and dedicated, and as a result Mountview is flourishing with creativity. We are an outward-looking organisation, with ambitions spanning local, national and international activity. Our home in Peckham is beautifully purpose-built and we thrive in it. However, Mountview is not a building, it is an ethos, and we have recently launched four regional sites for some of our training. Mountview is a happy and energetic workplace which celebrates kindness and difference, and succeeds through a shared pursuit of getting things done well.

Our core values, which guide and inform everything we do and believe, are:

- **CHALLENGE THE STATUS QUO**  
doing things differently and courageously; allowing curiosity to drive us; being motivated by new ideas and pushing boundaries; celebrating dynamic and playful exploration; influencing industry with progressive practice; inspiring everyone we reach.
- **CREATE BELONGING**  
welcoming all people from all backgrounds; implementing anti-oppressive practices; actively seeking to break down barriers to inclusion; creating access; embedding Equality, Equity, Diversity, and Inclusion approaches; celebrating difference.
- **SUSTAIN THE FUTURE**  
environmental mindset, maintenance, and renewal of existing resources; retaining rigour and integrity of our quality and standards; financial sustainability; resilience and wellbeing and supporting with nurture and kindness.
- **COMPASSIONATE COLLABORATION**  
elevating ideas by working together with respect, sharing our warmth, creativity, and resources; finding strength in partnerships and collaborating internally and externally; developing cultural competency; listening; utilising networks.

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- **TRANSPARENT COMMUNICATION**

being appropriately open with our information and processes; developing liberatory training practices; compassionate and clear communication; solutions focussed; ownership of responsibilities with clear accountability; observing data privacy.

I hope you will enjoy getting to know more about Mountview and wish you well in the application process should you choose to apply. You are welcome here.

## **WE DO THINGS DIFFERENTLY**

Whether through our higher education programme, our participation work or Mountview Exams, our training aims to develop skills, grow confidence, celebrate creativity and reward individuality.

As 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.

Mountview is synonymous with exceptional Musical Theatre training and we are widely considered to lead the field as global innovators. We are proud to have launched our own examination board, offering graded Musical Theatre qualifications. Our unrivalled expertise brings a fresh approach, sharing our values with people of all ages and at all stages in their development.

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.

## **PURPOSE OF THE ROLE**

The Senior Lighting Tutor is a key member of Mountview's Production Arts Training team, supporting the FdA, BA Top-Up and Postgraduate training programmes in Technical Production: lighting, sound, video and associated technical skills.

The post holder is primarily responsible for developing and delivering lessons in lighting across the full range of courses and supporting students on projects and production roles, as well as assessing student learning and progression in this area and contributing to the development and delivery of the Technical Production training curriculum as a whole.

Reporting to the Head of Production Arts Training, and working alongside other academic, technical and production staff, the Senior Lighting Tutor 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.

We welcome applications from candidates interested in working either full time or part time hours.

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## KEY RESPONSIBILITIES

### Training and Tuition

- Develop and deliver lessons in lighting across the full range of courses to professional industry standards, ensuring that health and safety is core to all modules and training.
- Provide lighting tuition for students working on projects and productions, and academic support to lighting and other Production Arts students as required.
- Keep up to date with industry changes, trends, equipment and contacts.
- Contribute to the delivery and development of the Technical Production training curriculum as a whole.

### Student Learning, Progression and Assessment

- Ensure that lighting tuition is set within a clear, agreed and supportive framework for student progression and development.
- Ensure that feedback from internal, sessional and freelance teaching staff is requested and provided in a formal and timely manner to ensure the accurate assessment of student attainment.
- Ensure that all teaching and student assessment conforms to agreed standards, academic regulations and quality assurance procedures.
- Contribute to student assessment and feedback processes, procedures and meetings. Complete monitoring, assessment and evaluation reports as required.
- Be a Module Leader for agreed modules.

### Student Recruitment and Welfare

- Contribute to the process of recruiting, selecting and interviewing students, proactively seeking opportunities for recruitment and marketing of Technical Production training courses.
- Undertake the duties of Personal Tutor for an agreed allocation of tutees and seek to ensure the welfare of students at all times, following safeguarding and welfare policies and procedures.
- Deal promptly and effectively with student issues or concerns, including disciplinary matters.

### Staff and Resource Management

- Assist the Head of Production Arts Training with the recruitment and management of sessional and freelance teaching staff.
- Assist in planning the staffing and resourcing of lighting training, including working with the Lighting Tutor to plan work schedules based on academic, student support and production needs.
- Assist in the operation and administration of all lighting components of the Production Arts Training programme.

### Finance and Administration

- Assist the Head of Production Arts Training in the management of lighting training budgets, working within financial policies and procedures.
- Organise, purchase or hire lighting equipment as required for teaching purposes, working within agreed budgets and ensuring that all necessary licences are obtained, in consultation with the Head of Technical & Production and Head of Production Arts Training.

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- Work closely with the Senior Sound Tutor, Lighting & Sound Tutor and Technical & Production team to ensure that all facilities, equipment and resources, in-house or hired, are used effectively and maintained in good working order and that clear asset registers are kept.
- Ensure that sustainable and environmental good practice is employed in the use of equipment and materials.
- Develop and maintain good working relationships with other drama schools, professional theatres, freelance technical staff, suppliers, casual and specialist workers and traders.

## **Team Working**

- Work constructively as part of the Technical Production training team to ensure that key shared goals are achieved and issues resolved as required.
- Work collaboratively with other academic, technical and production staff in pursuit of shared learning outcomes for students.
- Work closely with the Technical & Production team to ensure that the highest possible standards are maintained in all aspects of lighting work.
- Take part in staff, student and other meetings as required.
- Undertake training and personal development as required/agreed.

## **Productions, Projects and Events**

- Take on the role of lighting designer, production electrician and/or board programmer on productions, projects and events as agreed with the Head of Production Arts Training.
- Provide support, mentoring and practical advice to students working on productions, projects and events, including attending rehearsals and advising students on notes given.
- Work closely with other staff and departments to help realise the lighting, sound and design requirements of productions, projects and events, working within agreed budgets and clear educational context and ensuring appropriate levels of student involvement and supervision.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

## **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 lighting 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, BS7909 and the Environmental Protection Act 2000.
- Ensure that staff and students involved in lighting and electrical work on 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.
- Help ensure that risk assessments are carried out, proper calculations are made and applicable Health and Safety legislation is complied with for all manufactured, built, erected, installed, rigged, flown, derigged and dismantled lighting and electrical elements of productions, projects and events.
- Assist in the compiling and updating of the Health and Safety File for productions.

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- Be the Appointed Person on site for Mountview Academy as and when required.

## **Other Duties**

- Provide cover for other Technical Production training staff as required.
- Act as an ambassador and brand guardian for Mountview at all times.
- Any other duties as may be reasonably required.

## **PERSON SPECIFICATION**

### **Specialist Training and Teaching Experience**

- Relevant degree or equivalent professional qualifications or experience, with evidence of vocational training in lighting.
- Experience of working in an academic environment, preferably at higher education or conservatoire level, desirable.
- Strong commitment to training the next generation of creative practitioners.

### **Production Lighting Skills and Experience**

- A minimum of five years' relevant experience in professional theatre or related industry.
- Knowledge and experience of contemporary theatre practice and the theatre production process.
- Relevant and up-to-date knowledge of lighting equipment including ETC desk programming.
- Lighting CAD drawing skills, particularly Vectorworks, desirable.
- Experience of planning, managing and delivering the lighting elements of projects, productions and events to a high standard.
- Experience of theatre lighting design.
- Experience of managing budgets desirable.

### **Personal Qualities and Attributes**

- Experience of working flexibly and productively as part of a creative team of full time and visiting staff with the ability to inspire, encourage and motivate others.
- Ability to work creatively and imaginatively but also with close attention to detail.
- Ability to communicate effectively both verbally and in writing.
- Ability to prioritise and manage workload and deliver projects to budget and on schedule.
- Ability to take initiative, problem-solve and work within clear delegated levels of authority with a calm, positive and professional approach.
- Commitment to own professional development.
- Clean driving licence desirable.

## **TERMS AND CONDITIONS**

**Salary:** £31,873 per annum (pro-rata for part time hours).

**Contract:** Permanent.

**Hours:** Option of full time OR part time hours, dependent on candidate.

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Full time contract: 40 hours per week, 9am to 6pm, Monday to Friday, with a 1 hour unpaid break each day.

Part time contract: no less than 24 hours per week, to be worked as agreed with line manager, with appropriate unpaid breaks.

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, rising with length of service thereafter to a maximum of 38 days.

Mountview also has a paid operational closure over the Christmas holiday period which totals up to 7 additional days, excluding bank holidays.

All holiday entitlements are pro-rata for part-time staff.

**Location:** This post is based at Mountview's premises in Peckham, London SE15. We reserve the right to require the post holder to work at such other place of business in Greater London as the organisation may require, or work from their own home for online delivery when necessary.

## OTHER BENEFITS

- Complimentary staff tickets for public performances, subject to availability and policy.
- Pension scheme with NOW Pensions.
- Access to interest-free season ticket loan.
- Access to a salary sacrifice cycle to work scheme.
- Generous sick pay.
- Enhanced family leave.
- Training and development opportunities, including time off for development.
- 25% fee remission for undergraduate and postgraduate degrees at University of East Anglia, subject to qualifying criteria and certain exclusions.
- Access to Zurich Support Services providing free and confidential health & wellbeing support on emotional issues, financial services, family caring, daily living, legal information, life coaching and counselling support for you and your family.
- Confidential 24-hour counselling service available to you and your immediate family through DAS Counselling.
- Access to the TalkLife Workplace, a global community of like-minded people supporting each other day and night.
- Contribution to the cost of eye tests and glasses, subject to agreement and policy.
- Extras discounts saving up to 10% on the cost of physical and digital gift cards from big name retailers.
- Access to a bYond Card providing up to 15% cashback when you shop at over 80 household retailers.

## RECRUITMENT PROCESS

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**Closing date:** Wednesday 25 June at 9am.

**Interviews:** Interviews are likely to take place in the week commencing Monday 30 June.

**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.

**Equal Opportunities:** We know that diverse groups of people make better decisions. To help us take positive action to improve diversity, we ask candidates to complete an equal opportunities monitoring form. This will not be shared with the shortlisting or interviewing panel but will be used to improve accessibility in our recruitment processes.

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

## 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 2018, and must abide by any related policies and procedures.