

# MOUNTVIEW

## Job Description

<b>JOB TITLE:</b>	<b>Production Manager</b>
<b>RESPONSIBLE TO:</b>	<b>Head of Production (Technical)</b>
<b>WORKS CLOSELY WITH:</b>	<b>Head of Production (Training) and other Production staff Directors, Designers, Choreographers and Musical Directors</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.
- **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.

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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

Production Managers are key members of Mountview's Production department, which comprises both training and technical staff. Reporting to the Head of Production (Technical), the post holder is responsible for fulfilling the production management requirements of allocated productions, projects and events across the academic calendar, leading and supervising the work of in-house and freelance technical and stage management staff, and overseeing production requirements on-site and at external venues.

## MAIN DUTIES AND RESPONSIBILITIES

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.

### Productions, Projects and Events

- Lead on the production and technical management requirements of allocated productions, projects and events across the academic calendar.
- Work closely with key staff and departments to realise allocated productions, projects and events to the highest possible standard, working within available budgets and agreed schedules and ensuring appropriate levels of student involvement and supervision.
- Lead production planning meetings to address production, technical and scheduling issues.

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- Oversee and contribute to the costing of materials and resources for productions, projects and events, advise on the safety and feasibility of designs, and work with designers and students to produce accurate technical drawings as required.
- Oversee the build, fit up, on-stage rehearsals, first night, show running and get out of allocated productions, projects and events.
- Ensure that fit ups and get outs are fully planned and communicated and that scenery and equipment are safely installed and dismantled.
- Plan and manage the day-to-day running of allocated productions, projects and events, including all communications relating to external venues.
- Ensure that any visiting companies, lecturers or guests are made to feel welcome in the building and receive appropriate levels of support.

## **Staff and Resource Management**

- Lead and supervise the work of in-house and freelance technical and stage management staff and students on allocated productions, projects and events.
- Assist with the recruitment, support and management of other visiting sessional and freelance staff.
- Plan and manage staff and student hours on allocated productions, projects and events in line with relevant industry agreements and Mountview policies and procedures.
- Manage in-house technical resources with the Technical and Production team, including sourcing, ordering and managing stocks of production consumables, and retaining and storing items from productions as required.
- Maintain and develop relationships with outside suppliers, organisations and contractors.
- Undertake production budgeting and associated tasks as directed by the Head of Production (Technical).

## **Student Training, Learning and Welfare**

- Be involved in the delivery of training/mentoring for students or related apprenticeship schemes, within post holder's core skill base.
- Provide support, guidance and feedback to staff and students working on productions, projects and events as required.
- Deal promptly and effectively with student issues or concerns, and ensure the welfare of students at all times.

## **Team Working**

- Work constructively 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 Head and Production in the management of departmental budgets, working within Mountview's financial policies and procedures.
- Manage 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.

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## 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, 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.
- 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 elements of productions, projects and events.
- Compile and update the Health and Safety File for allocated productions.
- Be the appointed person on site for Mountview Academy as and when required.

## Other Duties

- Any other duties as may be reasonably required.

## PERSON SPECIFICATION

### Qualifications and Experience

#### *Essential*

- Relevant degree or equivalent professional qualifications or experience.
- Experience of working in a leadership capacity such as Technical, Production or Stage Management, either in professional theatre or similar environment.
- Knowledge and experience of contemporary theatre practice and working effectively within the theatre production process.
- Experience of planning, managing and delivering productions and/or events from budgeting to completion, to a high standard.
- Experience of running crews and staff teams of various abilities.
- Strong knowledge of Health and Safety for theatre and/or events.

#### *Desirable*

- Knowledge of the flying, rigging and dismantling of scenic elements.
- Knowledge of scenic construction, scenic art and prop making.
- Clean driving licence.

### Skills and Abilities

- Strong communication, negotiation and interpersonal skills.
- Ability to prioritise and manage workload and deliver projects to budget and on schedule.
- Ability to problem solve to the highest level.
- Ability to work collaboratively and productively as part of a creative team.
- Ability to manage, encourage and motivate others.
- Ability to take initiative while working within clear delegated levels of authority.

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- Ability to work imaginatively and with close attention to detail.

## Personal Qualities and Attributes

- Calm, positive and professional attitude.
- 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.

## TERMS AND CONDITIONS

**Salary:** £35,636 per annum, plus staff pay award in September 2025 (subject to Board approval).

**Contract:** Permanent.

**Hours:** 40 hours 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, 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.

**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.

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- 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

**Closing date:** Tuesday 12 August at 9am.

**Interviews:** Interviews are expected to take place in the week commencing Monday 18 August.

**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.