

MOUNTVIEW

Job Description

JOB TITLE:	Prop Maker & Scenic Artist
RESPONSIBLE TO:	Scenic Art Manager
WORKS CLOSELY WITH:	Other Production staff and students

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.

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.

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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 Prop Maker & Scenic Artist is a key member of Mountview's Production department, which comprises both training and technical staff. Reporting to the Scenic Art Manager, the post holder will be responsible for facilitating the prop making and scenic art requirements of productions, projects and events across the academic calendar.

MAIN DUTIES AND RESPONSIBILITIES

Under the direction of the Scenic Art Manager:

Productions, Projects and Events

- Lead on the provision of prop making and scenic art elements of all productions, projects and events, ensuring that effective methods are utilised and the highest possible standards realised within agreed budgets and schedules.
- Interpret designs, create samples and colour-matches and submit costs against production budgets.
- Undertake the painting of scenery, floors and cloths, and the touch-up and maintenance of all completed projects, as required.
- Contribute to production planning meetings to address production, technical and scheduling issues.
- Identify and report all hazards arising in the venues, work environment and in any activities undertaken.

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- 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

- Assist in the management of freelance prop makers and scenic artists, contributing to freelance staff lists and resourcing as necessary.
- Supervise the work of students as required to ensure an efficient, productive and safe working environment.
- Assist in planning the staffing and resourcing of prop making and scenic art work, working within agreed budgets and financial policies and procedures.
- Help organise, clean and maintain the workshop area, ensuring that all materials and equipment are fit for purpose and kept in safe condition.
- Assist in sourcing, ordering and managing stocks of production materials, working within agreed budgets and ensuring that levels are sufficient for department needs.
- Help maintain and develop relationships with outside suppliers, organisations and contractors.

Finance and Administration

- Assist in the management of running and maintenance budgets.
- Contribute to prop making and scenic art budgets and estimates for productions, projects, events and academic workshops.

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 as part of the Production team to ensure that key shared goals are achieved and issues resolved as required.
- Deputise for the Scenic Art Manager as required.

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 prop making and scenic art facilities, activities and working practices, acting as a role model for students in these standards.
- Help ensure that best practice is implemented in regard to the use and disposal of chemicals or waste in the construction workshop.
- Ensure that staff and students involved in prop making and scenic art activities for 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.

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- Ensure that risk assessments are carried out, proper calculations are made and applicable Health and Safety legislation is complied with.
- Assist in compiling and updating the Health and Safety File for productions.
- Be the Appointed Person on site for Mountview as and when required.

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

Essential

- Evidenced track record as a professional prop maker.
- Knowledge and experience of scenic art.
- Knowledge and experience of managing and delivering projects from budgeting to completion, with exceptional finishing skills.
- Knowledge and experience of working with a wide variety of scenic construction materials and techniques.
- Knowledge and experience of reading and understanding drawings, ground plans and elevations, and of working accurately from drawings, models and reference material.
- Knowledge and experience of workshop health and safety, and an understanding of COSHH applied to a workshop environment.

Desirable

- Knowledge of scenic construction in film, television or related industry.
- Experience of welding.
- Knowledge and experience of flying, rigging and dismantling scenery, cloths, tracking and other scenic elements within the theatre industry.
- Experience of working in an academic environment an advantage.

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.

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TERMS AND CONDITIONS

Salary: £30,212 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.
- 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.

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RECRUITMENT PROCESS

Closing date: Thursday 14 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.

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.

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.