

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP ALUMNI RELATIONS

FULL-TIME, FIXED-TERM FOR 10 MONTHS (44 WEEKS)

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## GRADUATE INTERNSHIP - ALUMNI RELATIONS

**Contract: Full-time, fixed term for 10 months (44 weeks)**

**Salary: £11.44 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.**

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21<sup>st</sup> century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

We are offering an excellent training opportunity for a graduate interested in starting a career in engagement, communications or development. This role offers experience in areas related to alumni relations including administration, managed use of social media channels, data management, event organisation, research, PR, and relationship management. It provides an excellent opportunity to be part of a busy office environment and develop skills that will be relevant across a variety of sectors whilst contributing to the key relationship between Trinity Laban and its graduates.

An interest in the arts is essential, and knowledge of music or contemporary dance is highly desirable. You should have excellent communications skills, a willingness to learn, the ability to work as part of a team and be able to demonstrate initiative.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity and expression, religion or belief, marital status, or pregnancy and maternity.

**Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included within your supporting statement, otherwise we will not be able to consider your application.**

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

**Closing Date: Sunday 2 June 2024, 23:59 hours BST (No Agencies)**

**Interview Date: Wednesday 26 June 2024**

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development Officer on [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk).

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London.*

*Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.*

## JOB DESCRIPTION

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<b>Post:</b>	Graduate Internship – Alumni Relations
<b>Department:</b>	Corporate Affairs
<b>Reporting to:</b>	Alumni Relations Manager
<b>Contract:</b>	Full time, Fixed – Term for 10 months (44 Weeks)
<b>Salary:</b>	£11.44 per hour per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.

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## PURPOSE OF ROLE

To provide administrative support to the Alumni Relations Office.

### Main duties

1. Support communications such as e-newsletters, promotional emails and printed newsletters including gathering content, writing and disseminating.
2. Keep the Alumni Facebook page updated with regular and relevant posts.
3. Identify content for other social media platforms.
4. Keep the alumni web pages up to date and create new alumni profiles for the website.
5. First point of contact for all alumni enquiries via email and phone; signposting where appropriate to other departments.
6. Manage and administer alumni space hire.
7. Undertake research about Trinity Laban alumni to support institutional activities.
8. Identify relevant alumni news to include on the website and social media platforms and where necessary support Brand and Communications Team with writing web news stories about alumni.
9. Database Management (adding new entries, updating records and recording actions) to contribute to the development and maintenance of the database (Raiser's Edge). Preparing segments for mailings and creating queries for reporting.
10. Support the planning and delivery of events (in person or online), including managing invites and RSVPs, tech set up for online, organising catering, venue set up and other arrangements.
11. Administration to support the Alumni Relation programme.
12. Other tasks to support Alumni Relations as directed.

### **THE POST HOLDER MUST:**

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.
- Be prepared and able to work outside normal hours to support events as required.

### **CONSERVATOIRE VALUES:**

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:  
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

**Trinity Laban has a no smoking policy on its premises.**

*The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.*

## GRADUATE INTERNSHIP – ALUMNI RELATIONS

### PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	Educated to degree-level or equivalent, or possessing appropriate professional/post-experience qualifications	Essential	Application
<b>Experience</b>	Experience of working in an Arts or Education organisation or experience in an arts group, club or similar whilst studying	Desirable	Application and interview
	Experience of working in communications or experience of creating communications for a group, club or similar whilst studying	Desirable	Application and interview
<b>Knowledge or Understanding</b>	Knowledge and keen interest in dance and / or music and the arts	Essential	Application and interview
	Understanding of social media platforms	Essential	Application and interview
<b>Skills and Abilities</b>	Strong attention to detail and a high level of accuracy	Essential	Application and test
	Strong planning and organisational skills with the ability to prioritise own workload and adapt to changing priorities	Essential	Interview and test
	Excellent verbal and written communications skills. The ability to write copy for different channels i.e. website, social media, email and newsletters	Essential	Application, interview and test
	Able to work efficiently and effectively under pressure to meet deadlines	Desirable	Application, interview and test
	Excellent MS Office skills	Essential	Application, interview and test
	Experience of working in a customer service or customer facing role	Desirable	Application and interview
	Experience of using a database	Desirable	Application and interview
<b>Personal Qualities</b>	Ability to maintain confidentiality and handle sensitive information appropriately	Essential	Application

***Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.***

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full-time, fixed-term for 10 months (44 weeks), subject to a 3-month probationary period.
<b>Hours:</b>	35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods and for events, for which time off in lieu will be given.
<b>Location:</b>	You will be based at the Faculty of Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside). It is likely you will be working some days from home and some in the office.
<b>Salary:</b>	£11.44 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Annual Leave:</b>	18 days, in addition to Statutory, Bank and Public Holidays.
<b>Pension Scheme:</b>	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
<b>Sick Pay:</b>	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Library:</b>	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
<b>Car Parking:</b>	A limited number of parking spaces are available subject to availability.
<b>Cafeteria:</b>	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
<b>Classes:</b>	Reduced rates access to Adult Classes.
<b>Events:</b>	There are a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Eye Care:</b>	Vouchers for eye tests are available for VDU users.
<b>Health:</b>	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.
<b>Cycle to Work:</b>	A Cycle to Work Scheme is operated.
<b>Give as you earn:</b>	A Give as you Earn Scheme is operated.

## INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers, and researchers from around the globe.

We have a reputation for innovation and forward-thinking and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance, and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers, and choreographers. Many of them are active researchers who push at the boundaries of their art forms and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles, and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17<sup>th</sup>-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit [trinitylaban.ac.uk](http://trinitylaban.ac.uk).