

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## INTERNSHIP PERFORMANCE OPERATIONS

**FULL-TIME, FIXED-TERM FOR 11 MONTHS (47 WEEKS),  
START DATE SEPT 2019**

### **JOB DETAILS - CONTENTS**

Page 2	Advertisement
Page 3	Job Description
Page 5	Person Specification
Page 6	Conditions of Service Summary and Staff Benefits
Page 7	Information on Trinity Laban Conservatoire of Music and Dance

## **INTERNSHIP - PERFORMANCE OPERATIONS**

**Contract: Full-time, fixed-term for 11 Months (47 weeks), start date Sept 2019**

**Salary: £7.70 - £8.21 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 someone interested in starting a career in stage management, operations and arts administration.

The post holder will provide day-to-day operational and administrative support to the Performance Operations team primarily with regards logistics, stage management, and people management and overseeing instruments at Trinity Laban (this includes security, auditing and maintenance). In addition, the post holder would assist the Orchestra and Ensembles Manager and Librarian in their duties.

Knowledge of music and interest in the arts is essential. You should have excellent organisational skills, a willingness to learn, the ability to work as part of a team, and be able to show initiative.

Regular flexible working is an essential requirement (this includes early mornings, evenings, occasional weekend work) as well as the need to travel offsite to other venues.

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

If you think this might be 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: Monday 24th June 2019 at 23:59 hours BST (No Agencies)**

**Interview Date: Friday 5th July 2019**

For any queries about this position that are not covered in the job pack, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Katerina Filosofopoulou, People Services and Resourcing Officer on 0208 305 9476.

*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>	Internship – Performance Operations
<b>Department:</b>	Performance Department
<b>Reporting to:</b>	Performance Operations Manager
<b>Grade:</b>	Graduate Intern
<b>Contract:</b>	Full-time, fixed-term for 11 Months (47 weeks), Sept 2019

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## PURPOSE OF ROLE

- The post-holder will assist the Performance Operations Manager and Performance Operations Coordinator in the operational management of all the Music Faculty's performance events and their preparatory rehearsals, ensuring that professional standards of presentation are achieved at all times
- To assist in the day-to-day movement of all equipment, musical instruments and be responsible for their care. Driving the conservatoire's vehicle (3.5T) if a full driving license (for over 12 months with fewer than three penalty points) is held (subject to a conservatoire driving test)
- To supervise stage crew when stage managing events and during equipment moves.
- The post-holder will also gain experience in other roles within the Performance Department team, in particular will assist the Orchestra and Ensembles Manager in monitoring attendance and the music librarianship duties.

## MAIN DUTIES

1. To assist the Performance Operations Manager and Coordinator in ensuring all stage and technical requirements are met throughout rehearsals and performances
2. To act as platform or assistant platform manager at concerts as required, ensuring stage moves are professionally and efficiently carried out during performances
3. Assisting in the pre-planning for performance projects, including room bookings, creating diagrams for layout, organising meetings, creating schedules, liaising with conductors and external venues as required
4. To be responsible for the safety and security of conservatoire's instruments both when in transit and whilst at external venues.
5. To load, drive and unload the conservatoire vehicle(3.5T vehicle and other hire vehicles as required), (providing a full driving licence has been held for over 12 months) in order to transport instruments and equipment between rehearsal and concert venues as required, working with the Estates and Facilities team as appropriate

6. To assist with the movement and care of the conservatoire's musical instruments and equipment and to ensure that instrument and equipment stores are carefully stock-checked, tidied and monitored
7. To supervise the student crew with day to day logistical tasks including moving of instruments, set ups and driving the conservatoire vehicle
8. To assist the Production Manager with Musical Theatre and Opera set builds
9. To assist the Orchestral and Ensembles Manager with librarianship duties including; ordering, cataloguing, photocopying, bowing of parts, padding up, signing out to students, and organising returns.
10. Monitoring student attendance at rehearsals, following up non-attendees and late-comers by telephone.
11. Administering financial transactions, liaising with the Finance Department as required.

## **OTHER**

- Carrying out general computer-based administrative tasks including data entry and answering emails as directed by team-members.
- Meeting attendance as relevant, and participation in staff training and development as required
- To carry out any other duties which might reasonably be requested by members of the Music Admin Team.

## **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 positive profile and image of the Department and the Conservatoire wherever possible.

## **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.*

## INTERNSHIP PERFORMANCE OPERATIONS PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	Level 3 Qualification (e.g. A-Levels / NVQ) or equivalent experience	Essential	Application
	GCSE, or equivalent, maths and English C/4 or above	Essential	Application
	Full driving licence (must have been held for over one year (by 1st October 2019) with no more than three penalty points)	Desirable	Application
<b>Experience</b>	Stage / concert management or crew for live music / theatre events	Desirable	Interview
<b>Knowledge or Understanding</b>	Keen interest in music and the arts	Essential	Interview
	Experience of performing in ensembles; some knowledge of orchestral instruments and music literacy	Desirable	Application
	Some knowledge of health and safety practices in the work place	Desirable	Interview
	Knowledge of orchestral layouts	Essential	Test
<b>Skills and Abilities</b>	Strong interpersonal skills and the ability to work as part of a team (an approachable manner)	Essential	Interview
	MS Office skills, including Excel	Desirable	Application
	Good verbal and written communication skills	Essential	Application/ Interview
	Planning and organisational skills including the ability to prioritise a busy workload	Essential	Application
<b>Personal Qualities</b>	Physical ability to lift, move and load heavy objects and instruments **	Essential	Test/ Interview
	Capable of working efficiently and effectively whilst unsupervised and under pressure to meet deadlines	Essential	Application
<b>Special Working Requirements</b>	Regular flexible working is an essential requirement, including early mornings, evenings and occasional weekend work	Essential	Interview
	Travelling offsite to other TL and external venues for rehearsals and concerts	Essential	Interview

\*\* Physically able to carry out heavy-lifting work: a test may be required at interview so please wear sensible footwear

***Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.***

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full-time, fixed-term for 11 months (47 weeks), subject to a 3-month probationary period.
<b>Hours:</b>	35 hours per week, usually from 9.30 am to 5.30 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, 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 and Laurie Grove, New Cross), Blackheath Halls (Lee Road, London) and other external venues as required.
<b>Salary:</b>	Salary: £7.70 - £8.21 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 at the Laban Building, 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 is 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.

## **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)