

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Graduate Internship Learning and Participation (Dance)

**Full Time, Fixed Term (11 Month Contract)
SEPTEMBER 2019 – AUGUST 2020**

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GRADUATE INTERN LEARNING AND PARTICIPATION (DANCE)

Contract: Full time, fixed term, September 2019 – August 2020

Salary: £7.70 - £8.21 per hour as per National Minimum Wage and National Living Wage rates

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 21st 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.

The Internship is based in the Learning and Participation (Dance) programme which provides a range of projects and activities for children, young people and adults at Trinity Laban, locally and across London and the UK.

You should have a dance degree or relevant experience, strong practical dance skills, excellent communication and interpersonal skills, a willingness to learn, and the ability to work as part of a team. You should be able to demonstrate initiative and work independently when necessary across both practical dance activities and administrative duties.

Please note: This position involves working with children & young people and vulnerable adults therefore all appointments will be subject to an enhanced Disclosure & Barring Service check. 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.

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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: 23:59 hours BST, Sunday 23 June 2019 (No Agencies)

Interview Dates: Practical Workshop on Tuesday 02 July 2019 and Interview on Tuesday 09 July 2019

For any queries about this position that are not covered in the job pack, please email 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

Post:	Graduate Intern Learning and Participation (Dance)
Department:	Learning and Participation (Dance)
Reporting to:	Programme Manager Learning and Participation (Dance)
Contract:	Full-Time, fixed term (11 months) September 2019 – August 2020

PURPOSE OF ROLE

- Assist the Learning and Participation (Dance) staff with the administration and delivery of a range of projects and activities for children, young people and adults.
- Practical teaching with a range of groups including children, young people, adults and those with disability both at Trinity Laban and in the local area
- Support the planning, delivery and evaluation of a range of projects and activities
- Administration of the Youth Dance Programme
- Work closely with the Projects Managers and Practitioners reporting directly to the Programme Manager Learning and Participation (Dance)

As part of the full-time internship the Graduate Intern will receive training in components from the Diploma in Teaching and Learning.

Main duties

1. Providing teaching assistance to Learning and Participation (Dance) Practitioners with a range of courses, classes, workshops and projects both at Trinity Laban and in local schools and community settings which will include children, young people, adults and those with a disability.
2. Assisting in the pre-planning and delivery of Learning and Participation (Dance) projects, performances, events, workshops and activities both at Trinity Laban and off-site settings
3. Assisting the Learning and Participation (Dance) Projects Managers and Programme Manager with general computer based administrative tasks including data entry, letter and electronic correspondence and maintaining databases.
4. Supporting the administration of the Youth Dance Programme by taking enquiries, collecting and processing class fees and enrolment forms, checking and maintaining registers, contacting participants as needed, monitoring and maintaining waiting lists and contacting cover teachers if required.

5. Supporting the marketing and social media needs of all Learning and Participation (Dance) activities.
6. Administering financial systems in liaison with the Finance Department as required.
7. Assisting in the monitoring and evaluation of Learning and Participation (Dance) activities.
8. To carry out any other duties which might reasonably be requested by the Head of Learning and Participation (Dance).

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.

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 - LEARNING AND PARTICIPATION (DANCE)

PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	Degree-level or equivalent level qualification in Dance	Essential	Application
Experience	Experience of assisting participatory dance classes/sessions in a range of contexts	Desirable	Application & Interview
	Experience of working in an office environment and completing administrative tasks	Desirable	Application & Interview
	Experience of using a range of administrative systems	Desirable	Application & Interview
Knowledge or Understanding	Broad interest in and understanding of contemporary dance	Essential	Application & Interview
	Understanding of the role dance can play within the education and community dance sector	Essential	Application & Interview
Skills and Abilities	MS Office skills and the ability to work with a database	Desirable	Test
	Planning and organisational skills including the ability to prioritise a busy workload	Essential	Application & Interview
	Strong interpersonal, team and networking skills along with good verbal and written communication skills (to communicate with internal and external customers/staff at all levels)	Essential	Application & Interview
	Ability to work using own initiative	Desirable	Interview
	Able to work efficiently and effectively under pressure to meet deadlines	Desirable	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Desirable	Interview
	Good practical dance skills/or another dance style	Essential	Practical Workshop & Interview
Personal Qualities	A flexible approach to work and willingness to learn	Desirable	Application & Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Application & Interview
Special Working Requirements	Flexible working will be required with regular evening work and occasional Saturdays. An enhanced Disclosure and Barring Service check will also be required	Essential	Interview

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

Contract:	Full-Time, Fixed term subject to a 3 month probationary period.
Hours:	35 hours per week, Monday to Friday. Start and end times vary depending on assisting responsibilities. A daily lunch break of one hour. Flexible working will be required with regular evening work and occasional weekend work.
Location:	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval College).
Salary:	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.
Holidays:	18 days, in addition to Statutory, Bank and Public Holidays.
Sick Pay:	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.
Pension Scheme:	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	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 17th-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