

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

GRADUATE INTERNSHIP - DANCE TECHNIQUE AND PROGRAMME SUPPORT

FULL-TIME, FIXED-TERM FOR 11 MONTHS (47 WEEKS)
September 2019 – July 2020

JOB DETAILS – CONTENTS

Page 2	Advert
Page 3	Job Description
Page 4	Person Specification
Page 5	Conditions of Service Summary and Staff Benefits
Page 6	Information on Trinity Laban Conservatoire of Music and Dance

GRADUATE INTERNSHIP – DANCE TECHNIQUE & PROGRAMME SUPPORT

Contract: Full-time, Fixed-term for 11 months (48 weeks)

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 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. Our purpose is to advance our art forms by bringing together artists to train, collaborate and research in our inspiring creative, intellectual and physical spaces.

We are offering an excellent training opportunity to gain experience in the teaching of contemporary dance technique and enable graduates to gain knowledge and understanding of the demands of working within a higher education context and training students to professional level. The Intern is expected to support the training provision on the programmes, assuming responsibility for teaching classes in the event of staff absence. Guidance and feedback will be provided on your teaching.

Additionally, the Intern will support Programme staff and contribute to other Programme-related activities through practical, technical and administrative support for assessment, performances, student seminars and recruitment.

Flexible working will be required including evenings and weekends.

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 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 7th July 2019 (No Agencies)
Interview Date: Wednesday 17th 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 – Dance Technique & Programme Support
Department:	Academic Support
Line Manager:	Programme Leader, Dance Diploma Programmes
Contract:	Full-time, fixed-term for 47 Weeks

The primary role of the Dance Technique & Programme Internship lies in the support and delivery of contemporary technique classes on the undergraduate and taught postgraduate programmes. This will entail an initial period of observation, induction and orientation, to give insight into different teachers' teaching styles and strategies, developing class content and structuring delivery, and considering this in discussion with technique teachers. During the first term, you will progress towards preparation and teaching of classes on the programmes, covering for staff absence. Throughout the year you will be supported to maintain an ongoing critical dialogue with technique staff and component leaders to support your practice.

PURPOSE OF THE POST

The purpose of the internship is to offer training and experience in the teaching of contemporary dance technique and enable graduates to gain knowledge and understanding of the demands of working within a higher education context and training students to professional level. The Intern is expected to support the training provision on the programmes, assuming responsibility for teaching classes in the event of staff absence. Guidance and feedback will be provided on your teaching.

Additionally, the Intern will support Programme staff and contribute to other Programme-related activities through practical, technical and administrative support for assessment, performances, student seminars and recruitment.

REQUIREMENTS OF THE POST

You must have significant Conservatoire – level dance training to professional level: for example, training at Trinity Laban plus an additional year of professional dance training outside Trinity Laban either prior to or after training at Trinity Laban.

MAIN RESPONSIBILITIES

- 1) First two weeks of the Autumn Term (when you will not be teaching):
 - a) To observe two classes a day and to plan outline classes.
 - b) To undertake any training and professional development provided.
- 2) From the third week of the Autumn Term onwards:
 - a) To be available 5 days per week during the stated dates above, 8.30 - 3.15 pm, to prepare and teach up to a maximum of 10 classes a week (average 6-8), covering staff absence.
 - b) To observe a minimum of two contemporary dance classes per week in order to consider different teachers' teaching styles/strategies and feedback given to

students (over the year, observation should be in at least two different technique styles, across different programmes and levels at Trinity Laban).

- 3) To attend the Technique meetings.
- 4) To undertake any training and professional development provided.

OTHER DUTIES

There will be days/parts of days when you will not be required to cover classes, particularly after the teaching year is complete, and you will be expected to take up these Other Duties whenever possible.

- To assist in the provision of production support for teaching and performances, (you will be required to undertake training in the use of equipment necessary to carry out these duties, e.g. lighting and sound desks in the Studio Theatre and portable lights, cameras, data projectors etc).
- To assist with the filming of work for assessment, documentation and archiving (you will be required to undertake training in the use of equipment necessary to carry out these duties, i.e. cameras, editing suite, relevant computer software etc.).
- To attend meetings as necessary (i.e. in addition to the Technique meetings) relating to Programme activities, planning, assessments, performances, projects and productions.
- Other reasonable duties in support of the taught programmes and other Trinity Laban activities.

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.

PERSON SPECIFICATION GRADUATE INTERNSHIP-DANCE TECHNIQUE & PROGRAMME SUPPORT

Criteria	Specification	E/D	Measured By
Education/Qualifications	Significant Conservatoire – level training in contemporary dance technique	Essential	Application
Experience	Professional dance experience	Desirable	Application
	General administration and office work	Desirable	Application
Knowledge or Understanding	Contemporary dance technique consistent with training to professional level	Essential	Application
	Safe practice in dance training and performance	Essential	Application
	Higher Education / vocational arts training contexts	Desirable	Application
	E-learning tools and technologies	Desirable	Application
Skills and Abilities	A high level of technical skill and artistry in contemporary dance technique	Essential	Application
	Good communication and organisational skills	Essential	Interview
	Ability to use Microsoft software, especially Word and Excel	Essential	Application
	Ability to use photographic, film, sound and lighting equipment	Desirable	Interview
Personal Qualities	Ability to be flexible, adaptable, self-motivated and use own initiative	Essential	Interview
	Ability to think creatively	Essential	Interview
	Ability to work co-operatively with others	Essential	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
Special Working Requirements	Flexible working will be required including evenings and weekends	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 for 11 months (48 weeks), subject to a 3-month probationary period.
Hours:	35 hours per week, flexible working will be required including evenings and weekends.
Location:	You will be based at the Faculty of Dance in Deptford (Laban Building, Creekside) but may also be required to work at the Faculty of Music in Greenwich, (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.
Annual Leave:	18 days, in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
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.
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.
Classes:	Reduced rates access to Adult Classes.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
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