

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP - DANCE PROJECTS 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 5	Person Specification
Page 6	Conditions of Service Summary and Staff Benefits
Page 7	Information on Trinity Laban Conservatoire of Music and Dance

## GRADUATE INTERNSHIP – DANCE PROJECTS AND PROGRAMME SUPPORT

**Contract: full-time, fixed-term for 11 months (47 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 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. 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 for a graduate interested in pursuing a career in the arts.

The Graduate Intern will provide administrative, organisational and practical support for programme-related activities. This ranges from day-to-day office admin, to technical and production support for assessment, performances, seminars and recruitment activities, through to assisting in the organisation and co-ordination of one-off activities and events. The post-holder will work with staff from academic programmes and Faculty departments including Registry, Scheduling, Production, AV/IT, Library and Marketing. 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 7<sup>th</sup> July 2019 (No Agencies)**

**Interview Date: Tuesday 16<sup>th</sup> 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.

**CVs will not be accepted unless accompanied by a completed application form.**

*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 Intern – Dance Projects & Programme Support
<b>Department:</b>	Academic Support
<b>Line Manager:</b>	Programme Leader, Dance Diploma Programmes
<b>Contract:</b>	Full-time, fixed-term for 47 Weeks

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## PURPOSE OF THE POST

The Graduate Intern will provide administrative, organisational and practical support for programme-related and extra-curricular activities and projects. This ranges from day-to-day office admin, to technical and production support for assessment, performances, seminars and recruitment activities, through to assisting in the organisation and co-ordination of one-off activities and events. The post-holder will work with staff from academic programmes and Faculty departments including Registry, Scheduling, Production, AV/IT, Library and Marketing.

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## MAIN RESPONSIBILITIES

- To provide the Dean, Head of Dance Programmes and Programme Leaders with general administrative, organisational and technical support relating to programme-based and extra-curricular activities and projects, including:
  - induction programme events and activities
  - talks and workshops led by visiting lecturers, artists and companies
  - recruitment open days
  - auditions
  - careers events
  - choreographic platforms
  - collaborative projects with external organisations and companies
  - research seminars
- To undertake the recording, documentation and archiving of assessed work and programme activities.
- To provide organisational and production support for undergraduate and postgraduate performances, tours and occasional events, including in-house alumni activity and performances from visiting student groups.
- To provide administrative, publicity and organisational support for the undergraduate 3<sup>rd</sup> year tour.
- To attend meetings relating to Programme activities, planning, assessments, performances, projects and productions, as required.
- Such other duties and responsibilities as required as appropriate to the post.

## 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 PROJECTS AND PROGRAMME  
SUPPORT**

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>	Undergraduate degree in dance, performing arts or related discipline	Essential	Application
<b>Experience</b>	General administration and office work	Essential	Application
	Working in an arts environment	Desirable	Application
	Working with audio-visual and digital technologies	Essential	Application
	E-learning tools and technologies	Desirable	Application
	Project management	Desirable	Interview
<b>Knowledge or Understanding</b>	Performing arts, particularly dance and music	Essential	Application
	Higher Education / vocational arts training contexts	Essential	Application
<b>Skills and Abilities</b>	Excellent communication and organisational skills	Essential	Interview
	Ability to use Microsoft software, especially Word and Excel	Essential	Application
	Ability to use sound and lighting equipment	Desirable	Application
<b>Personal Qualities</b>	Ability to think creatively and use own initiative, working alone and with others	Essential	Interview
	Ability to be flexible and adaptable, working systematically and using time efficiently and productively	Essential	Interview
<b>Special Working Requirements</b>	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

<b>Contract:</b>	Fixed-term for 11 months (47 weeks), subject to a 3-month Probationary period.
<b>Hours:</b>	35 hours per week, flexible working will be required including evenings and weekends.
<b>Location:</b>	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).
<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>Holidays:</b>	18 days, in addition to Statutory, Bank and Public Holidays.
<b>Pension Scheme:</b>	Graduate Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employments Savings Trust (NEST).
<b>Sick Pay:</b>	Trinity Laban Conservatoire of Music and Dance operates the Statutory 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 exist 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 snacks.
<b>Classes:</b>	Reduced rates access to Adult Classes.
<b>Events:</b>	There are regular performances by students and visiting artists and companies across the Dance and Music Faculties, 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)