

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

GRADUATE INTERNSHIP – AUDIO VISUAL SUPPORT

PART-TIME, FIXED-TERM FOR 11 MONTHS (47 WEEKS)

September 2019 – July 2020

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GRADUATE INTERNSHIP – AUDIO VISUAL SUPPORT

Contract: Part-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 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.

This exciting and varied training role offers a wide ranging introduction to the technical and creative aspects of supporting teaching and contemporary performance with audio visual technologies.

You will support teaching staff in maximising the use of multimedia to enhance lessons, along with occasionally recording and editing a variety of content, and regularly uploading to the media streaming service. You will also think ingeniously to assist students in achieving their creative vision in a diverse range of performances, using wide ranging multimedia technologies (both software and hardware) to realise these outcomes.

You'll play a vital role in a range of projects, including a large digitization project to remaster performances from the archive, along with recording new performances and other events. There'll also be regular checking of equipment: portable items from the library, and the set ups in teaching spaces. Opportunities will arise to work closely with the Production department to support lighting and audio for some performances and rehearsals.

You'll be friendly and supportive to everyone who asks you for assistance, have imagination and good writing skills for creating articles on our knowledgebase and responding to emails, an interest in audio visual technologies, as well as enjoying creative problem solving. Through all of this you'll be supported, be offered training, and encouraged to further develop your own skills and interests in relevant areas.

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 30th June 2019 (No Agencies)

Interview Date: Wednesday 10th 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 Internship – Audio Visual Support
Department:	Library & Archive, Faculty of Dance
Reporting to:	AV / IT Advisor
Contract:	Part-time, fixed term for 11 months (47 weeks)

PURPOSE OF ROLE

- Assist the AV/IT Advisor to support staff in delivering teaching using multimedia and audio visual equipment.
- To help students creatively use multimedia in assessments and performances.
- Prepare and upload media files to our online streaming service.
- Regular checking and occasional maintenance of equipment.
- Plan, create and edit new multimedia content.
- Help out with special multimedia projects.

Main duties

1. Supporting and troubleshooting staff and students' use of AV equipment and software in teaching spaces, conference rooms, performance spaces, the library, and AV suites.
2. Assisting students and staff with using multimedia in assessments and performance (this includes video editing and exporting to suitable formats, as well as use of more interactive multimedia software).
3. Regular checking of borrowable equipment from the library and reporting any issues that can't immediately be remedied.
4. Regular checking of AV equipment within the Faculty of Dance and reporting any issues that can not immediately be remedied.
5. Transcoding and uploading new content to the multimedia streaming servers, along with associated metadata.
6. Assisting in Archival Digitisation projects.
7. Supporting equipment use and recording of classes, seminars, lectures, and events.
8. Creating new content for the self-service online knowledgebase and updating existing articles.
9. Assisting the AV/IT Advisor in selecting new items of equipment to enhance available provision.

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 – AUDIO VISUAL SUPPORT

Criteria	Specification	E/D	Measured By
Education/Qualifications	Undergraduate degree in multimedia production, technical media studies, dance, performing arts or related discipline.	Essential	Application
Experience	Experience of using audio-visual equipment (video cameras, projectors, audio recorders, etc).	Essential	Application & Practical test & Interview
	Some experience of general administration or office work.	Desirable	Application
Knowledge or Understanding	Broad interest in and understanding of at least one of the following: contemporary dance, performance, video art, cinema, or photography.	Essential	Application & Interview
Skills and Abilities	Familiarity with video editing software (preferably Adobe Premiere Pro)	Essential	Application & Interview
	Experience of working with lighting (either for stage or for film) or desire to learn.	Desirable	Application & Interview
	Ability to use creative software (such as the Adobe Creative Suite, Isadora, QLab, design tools, audio editing, etc). Training will be provided where appropriate.	Desirable	Application & Interview
	Basic skills with web technologies (HTML, CSS, Wordpress, etc)	Desirable	Application & Interview
Personal Qualities	Good interpersonal skills and the ability to work well with people with varied technical abilities.	Essential	Application & Interview
	Creative and motivated with a flexible, positive, and proactive approach to work.	Essential	Interview
Special Working Requirements	Flexible working may be occasionally required with some evening work and very occasional Saturdays.	Desirable	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:	Part time (0.8 FTE) for 11 months (47 weeks), subject to a 3 month probationary period.
Hours:	28 hours per week (0.8 FTE), to be agreed with the appointed candidate. Previous role holders have split these hours over 4 or 5 days. Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be occasionally required to work at the Faculty of Music (King Charles Court, Old Royal Naval College), along with other Trinity Laban sites.
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:	14.5 days for the duration of the contract, 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