

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP - DANCE SCIENCE

FULL-TIME 1.0 FTE

[2 x 0.5 FTE posts may be considered]

September 2019 – July 2020

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## GRADUATE INTERNSHIP - DANCE SCIENCE

**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.

We are looking for a Dance Science Graduate Intern to join the dance science team at Trinity Laban. The postholder will provide support for students who are studying on the BSc, MSc, MFA and PhD programmes and assist dance science colleagues with research and other activities/events, including supporting the running of the Body Conditioning Studio. They will be responsible for teaching some of the Lab Skills component of the undergraduate and postgraduate dance science programmes and help ensure that students have the necessary skills to use the equipment properly and work with participants responsibly. There will also be opportunities to work with members of the Health team. This is essentially a role designed to support the dance science department and conditioning studio.

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 Monday 1 July 2019 (No Agencies)**

**Interview Date: Friday 12 July 2019 (Skype interviews are possible)**

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>	Graduate Internship - Dance Science
<b>Department:</b>	Dance Science
<b>Line Manager:</b>	Head of Dance Science
<b>Contract:</b>	Full time or Part-time, Fixed-Term (1.0 FTE), 47 weeks

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### PURPOSE OF THE POST

The Dance Science Graduate Intern will join the dance science team at Trinity Laban to provide support for students who are studying on the BSc, MSc, MFA and PhD programmes and assist dance science colleagues with research and other activities/events, including supporting the running of the Body Conditioning Studio. They will be responsible for teaching some of the Lab Skills component of the BSc, MSc and MFA programmes and help ensure that students have the necessary skills to use the equipment properly and work with participants responsibly. There will also be opportunities to work with members of the Health team. This is essentially a role designed to support the dance science department and conditioning studio.

*The ideal candidate will be someone who has a passion for learning, enjoys working within an academic institution, has a keen interest in performing artist health and science and has potential to gain new experiences and grow within the role.*

*Previous interns have gone on to work successfully, within academic institutions and professional organisations as dance science teachers, managers and administrators or have gone on to further study in dance science and related areas.*

### MAIN RESPONSIBILITIES

- To provide support for lecturers delivering dance science related lectures and workshops on the undergraduate and postgraduate programmes (eg. setting up AV and IT, photocopying, printing and assisting with dance science specific demonstrations).
- To assist with general operations of the dance science office, laboratory, and Body Conditioning Studio including answering the phone and responding to e-mails in a professional and timely manner.
- To assist with organisation and undertaking of the Screening and Profiling Programme involving both student and professional dancers; liaising with the Scheduling Department, Trinity Laban Health, and other departments as necessary organising schedules, collecting and processing data, and providing participant feedback where appropriate.
- To support the Dance Science and Health teams to oversee the provision within the Trinity Laban Conditioning Studio. This will include delivery of induction sessions for students and staff on the use of the equipment within the studio and supervising self-practice sessions to ensure students are using the equipment safely.

- To assist with wider dance science projects, such as research projects, consultancy and enterprise work; help with documenting processes, writing reports, developing methodologies/workshops and general promotion of our services (e.g. VIP visits, school visits, and other events that involve the dance science facilities and equipment).
- To assist the Head of Dance Science in the marketing and promoting of the department's activities (eg. website, social media) and to assist the Programme Leaders in the marketing and promoting of the BSc, MSc and MFA Dance Science programmes (eg. college and university talks).
- To attend Dance Science departmental meetings and where necessary other Committee meetings.
- To engage with identified professional development or additional training as requested by the Head of Dance Science or Programme Leaders (e.g. First Aid)
- Working with the Lab Technician to
  - plan and deliver lab skills workshops to students, and where appropriate leading those workshops.
  - review and update the lab skills handbook and online (Moodle) information, ensuring that all students using the lab and its equipment adhere to the appropriate guidelines and instructions.
  - assist with the general maintenance and calibration of equipment in the lab, as well as ordering consumables, as required.
  - regularly maintain the IT hardware and software (eg. cleaning and organizing folders/files on the shared area, liaising with IT as necessary).
  - manage the daily booking of equipment and lab space using the various electronic calendars as appropriate (e.g. Microsoft Office, Trinity Laban Moodle VLE, CELCAT).

### **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 - DANCE SCIENCE PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	MSc or MFA in Dance Science	Essential	Application
<b>Experience</b>	Utilising lab equipment with human participants (eg. fitness tests)	Essential	Application
	Organising and managing schedules/timetables/calendars/ diaries	Essential	Application
	Supporting students in relevant learning and teaching contexts	Desirable	Application
	Using effectively, strength and conditioning, fitness and other training equipment	Desirable	Application
<b>Knowledge or Understanding</b>	Dance science and related fields (eg. Biomechanics, Somatics, Psychology, Physiology, Research Methods)	Essential	Interview
	Laboratory testing equipment and its applications in dance	Essential	Application and Interview
	Conditioning equipment and its applications in dance	Desirable	Application and Interview
	Research ethics and health and safety procedures relating to lab testing practices and research	Essential	Interview
<b>Skills and Abilities</b>	Good analytical, communication and problem solving skills	Essential	Interview
	Good IT skills and experience working with programmes such as Word, Excel and Powerpoint	Desirable	Interview
	Good planning and organisational skills including the ability to prioritise during busy times and work under some pressure	Essential	Interview
	Strong verbal and written communication skills	Desirable	Application and Interview
<b>Personal Qualities</b>	A commitment to the principles of equal opportunities & diversity & the application of these throughout all activities	Essential	Interview
	Ability to use initiative and take direction	Desirable	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Desirable	Interview
	Ability to deal with change on a day to day basis.	Desirable	Interview
	Excellent interpersonal, team and networking skills	Desirable	Interview
<b>Special Working Requirements</b>	Flexibility in terms of working hours	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

<b>Contract:</b>	Full time (1.0 FTE) for 11 months, (47 weeks) subject to a three-month probationary period. [2 x 0.5 FTE posts may be considered].
<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).
<b>Location:</b>	You will be based at the Faculty of Dance Building (Laban, Creekside) but may also be required to work at the Faculty of Music building (Trinity, King Charles Court, Old Royal Naval College).
<b>Salary:</b>	£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 (1 FTE), 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)