

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP ALUMNI RELATIONS

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

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## GRADUATE INTERNSHIP - ALUMNI RELATIONS

**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 offering an excellent training opportunity for a graduate interested in starting a career in Alumni Relations, Communications or Development. This role offers experience in areas related to alumni relations including communications, data management, event organising, research, PR and Development.

An interest in the arts is essential, and knowledge of music or contemporary dance is highly desirable. You should have excellent communications skills, a willingness to learn, the ability to work as part of a team and be able to demonstrate initiative.

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 Tuesday 23<sup>rd</sup> July 2019 (No Agencies)**

**Interview Date: Wednesday 7<sup>th</sup> August 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 Filsofopoulou, 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 – Alumni Relations           |
| <b>Department:</b>   | Corporate Affairs                                |
| <b>Reporting to:</b> | Communications and Alumni Relations Manager      |
| <b>Grade:</b>        | Graduate Internship                              |
| <b>Contract:</b>     | Full time, Fixed – Term for 11 months (47 Weeks) |

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## PURPOSE OF ROLE

To provide administrative support to the Alumni Relations Office.

### Main duties

1. Support the production of communications such as e-newsletters, promotional emails and printed newsletters including gathering content and creating communications.
2. Update the Alumni Facebook page with regular and relevant posts and develop digital media content as appropriate.
3. Identify content for other social media platforms.
4. Ensure the alumni web pages are kept up to date and create new alumni profiles to include online.
5. First point of contact for all alumni enquiries via email and phone; signposting where appropriate to other departments.
6. Manage alumni studio hire bookings.
7. Co-ordinate a variety of events including sending invitations and processing RSVPs, organising catering, booking venues and liaising with colleagues in other teams on set up and other arrangements. And to be point of contact at event for logistical arrangements.
8. Undertake research about Trinity Laban alumni to support projects as required.
9. Identify alumni news relevant for other colleagues, including the Press Office and Marketing, to include on the website and social media platforms.
10. Database Management (processing returns, adding new entries, updating records and recording actions) to contribute to the development and maintenance of the database (Raiser's Edge). Preparing segments for mailings and creating queries for reporting.
11. Office administration as directed, including post distribution, printing and scanning, raising requisitions, stuffing envelopes etc.
12. Other tasks to support Alumni Relations as directed.

**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 – ALUMNI RELATIONS

### PERSON SPECIFICATION

| Criteria                             | Specification  | E/D       | Measured By                     |
|--------------------------------------|--|-----------|---------------------------------|
| <b>Education/<br/>Qualifications</b> | Educated to degree-level or equivalent, or possessing appropriate professional/post-experience qualifications  | Essential | Application                     |
| <b>Experience</b>                    | Experience of working in an Arts or Education organisation   | Desirable | Application and interview       |
|                                      | Experience of working in communications  | Desirable | Application and interview       |
| <b>Knowledge or Understanding</b>    | Knowledge and keen interest in dance and / or music and the arts   | Essential | Application and interview       |
|                                      | Understanding of social media platforms  | Essential | Application and interview       |
| <b>Skills and Abilities</b>          | Strong attention to detail and a high level of accuracy  | Essential | Application, interview and test |
|                                      | Strong planning and organisational skills with the ability to priorities a busy workload and adapt to changing priorities                              | Essential | Application, interview and test |
|                                      | Excellent verbal and written communications skills. The ability to write copy for different channels i.e. website, social media, email and newsletters | Essential | Application, interview and test |
|                                      | Ability to work using own initiative   | Essential | Application and interview       |
|                                      | Able to work efficiently and effectively under pressure to meet deadlines  | Desirable | Application, interview and test |
|                                      | Good MS Office skills  | Essential | Application, interview and test |
|                                      | Experience of customer service / care  | Desirable | Application and interview       |
|                                      | Experience of working with a relational database   | Desirable | Application and interview       |
| <b>Personal Qualities</b>            | Ability to maintain confidentiality and hand sensitive information appropriately   | Essential | Application                     |
| <b>Special Working Requirements</b>  | Occasional out of hours working to attend events as required   | Essential | Application                     |

*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, fixed-term for 11 months (47 weeks), subject to a 3-month probationary period.   |
| <b>Hours:</b>             | 35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given. |
| <b>Location:</b>          | You will be based at the Faculty of Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside).  |
| <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, 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)