

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

COLAB & SUMMER SCHOOL COORDINATOR FULL-TIME, PERMANENT

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COLAB & SUMMER SCHOOL COORDINATOR

Contract: Full-time, Permanent

Pay: £25,735 - £29,200 p.a. (Including LWA)

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. The Faculty of Music accounts for over 700 of the higher education (HE) students within Trinity Laban and delivers programmes of study for students from pre-degree to doctoral levels through an innovative combination of practical and academic studies through which it seeks to impart in its students the skills needed for a dynamic and sustainable career in music.

The Faculty of Music is seeking to appoint an enthusiastic, versatile and suitably qualified candidate to support the work of the Head of CoLab, and of the Heads of Department, through the development of departmental summer schools, on a permanent, full-time basis from Autumn 2019.

The successful candidate will be an experienced and creative arts administrator, providing key support for the delivery of the Institution's highly successful and well-regarded annual CoLab Festival, which takes place in mid-February each year, and coordinating the development and operation of departmental summer schools to be held in July/August. They will demonstrate outstanding communication and organisational skills and the capability to deal with a busy and varied workload.

An undergraduate degree or equivalent in music or a related arts-subject is essential and a relevant postgraduate degree is desirable. You will evidence significant arts administration experience, outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload, within a highly creative environment. Prior experience of working with musicians and/or high education students is an advantage.

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: Monday 16 September 2019 at 23:59 hours BST (No Agencies)

Interview Date: Late September 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:	CoLab & Summer Schools Coordinator
Department:	Performance
Reporting to:	Head of Music Planning
Grade:	5
Salary:	£25,735 - £29,200 inc LWA
Contract:	Full time, Permanent

MAIN PURPOSE AND CONTEXT OF THE ROLE

This new role within the Faculty of Music combines two key responsibilities.

The post holder will coordinate Trinity Laban's annual two-week CoLab festival including all related activities and performances. In addition to assisting the Head of CoLab this post will involve liaison with students, teaching staff, visiting artists and members of the Faculty management and administrative teams.

The post holder will additionally develop and coordinate departmental summer schools, working closely with the Heads of Department and liaising with staff across the Institution in order to ensure smooth and efficient delivery.

MAIN DUTIES AND RESPONSIBILITIES

CoLab Coordinator Duties

1. To work closely with the Head of CoLab in the administration of the planning and delivery of the annual CoLab festival, coordinating staff and students as necessary, liaising with external organisations and visiting artists and administering the outlay of resources within defined budgets.
2. To be in attendance during the CoLab festival, being available to work in the evenings and weekends as required, managing delivery teams and ensuring the smooth running of all sessions and events.
3. In consultation with the Head of CoLab, communicate and liaise with students and staff regarding CoLab project placements, providing the first point of contact for all participants on organisational matters relating to projects and performances.

4. Manage the engagement of members of staff and external artists, to include the preparation of contracts; providing information and relevant support as required in the administration of CoLab.
5. Organise meetings and coordinate the provision of all areas of support, preparing, collating and formatting written materials for the website, printing such handbooks and marketing materials as are required.
6. Contribute as a member of the CoLab steering group; facilitate student forums and project leader development meetings, and supervise students participating in operational projects as necessary.
7. Manage the student project proposal and allocation process liaising with the Head of CoLab to determine which proposals move forward to realisation.
8. Administer the project timetable and resource allocation process working with faculty administration teams and reporting to the Head of CoLab.
9. Contribute to the annual CoLab debrief and the periodical reviews.
10. To carry out any other duties which might reasonably be requested by the Head of Music Planning or Head of CoLab.

Summer Schools Coordinator Duties

1. To work closely with the Heads of Department in the planning and delivery of the departmental summer schools, coordinating staff, liaising with external organisations and visiting artists as necessary and managing the outlay of resources within defined budgets.
2. To be in attendance during the summer schools, being available to work in the evenings and weekends as required, managing delivery teams and ensuring the smooth running of all sessions and events.
3. Process enquiries and bookings and provide the first point of contact for all participants on organisational matters relating to the summer schools.
4. Oversee marketing campaigns and contribute to the creation and growth of the summer schools brand.
5. Manage the engagement of members of staff and external artists, to include the preparation of contracts; providing information and relevant support as required in the administration of the summer schools.
6. Manage the student application process, preparing student packs, liaising with Heads of Departments to allocate students to classes and activities and booking student accommodation.
7. Liaise with the Trinity Laban Safeguarding officer to ensure that safeguarding and child protection protocols are implemented and adhered to.

8. Contribute as a member of the summer schools steering group, organising meetings and coordinating the provision of all areas of support; preparing, collating and formatting written materials for the website, printing such handbooks and marketing materials as are required.
9. Prepare, collate and format the summer school timetables, ensuring that House Services are fully informed of dates, schedules and room requirements.
10. To carry out any other duties which might reasonably be requested by the Head of Music Planning or Director of Music.

Other duties

1. Any other duties consistent with both the grade and scope of 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.

COLAB & SUMMER SCHOOLS COORDINATOR PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	A good quality honours degree or equivalent experience in an arts or relevant arts-related subject	Essential	Application form
	Masters or higher qualification	Desirable	Application form
Experience			
	Significant administrative experience in the music/arts profession	Essential	Application form
	Experience of planning musical events and the ability to coordinate high-profile, large-scale projects with confidence and efficiency	Essential	Application form/interview
	Experience in coordinating or managing staff	Desirable	Application form/interview
	Experience of working with those from a variety of educational and/or cultural backgrounds	Essential	Application form/interview
	Experience in dealing with students and professional musicians	Desirable	Application form/interview
Skills and Abilities			
	Excellent written and oral communication skills, including ability to operate as part of a team	Essential	Interview
	Strong MS Office skills (including Outlook, Word, Excel, etc.)	Essential	Test prior to interview
	Strong planning and organisation skills	Essential	Interview/test prior to interview
Personal Qualities			
	Capacity to set and meet own objectives; self-motivated and able to respond flexibly to changing priorities and needs	Essential	Application form/interview
	Ability to accept and fulfil delegated responsibility, taking initiative as appropriate	Essential	Application form/interview
	Diplomatically skilled, with the ability to motivate others to work cooperatively as part of a team and to establish and maintain effective relationships at all levels	Essential	Application form/interview
	Systematic worker, able to use time efficiently, multi-task and be effective unsupervised and under pressure, meeting priorities and deadlines and acting on own initiative when necessary	Essential	Interview/test prior to interview

Special Working Requirements	Willingness to work outside normal working hours and take a flexible approach to work to enable attendance throughout the busy CoLab and summer schools periods and as required during preceeding months	Essential	Interview
	Willingness to travel within London as required to rehearsal and performance venues	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, Permanent, subject to a 6-month probationary period.
Hours:	35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). A flexible approach to work and 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 Music (King Charles Court, Old Royal collage) but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary Scale:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £25,735 - £29,200 p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
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.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 18% of pensionable salary.
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.
Cycle to Work:	A cycle to work scheme is operated.
Give as you earn	A give as you earn scheme is operated.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
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