

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

MARKETING ASSISTANT (DANCE)

FULL TIME, PERMANENT

JOB DETAILS - CONTENTS

Page 2	Advertisement
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

MARKETING ASSISTANT (DANCE)

Contract: Full-time, permanent

Salary: £23,397 - £25,599 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 and supports the lifelong career development of students and professional performing artists.

Our Marketing and Communications team has a responsibility to raise the profile of all the work we do at Trinity Laban. We work alongside our Student Recruitment team to attract students to our Higher Education programmes, at undergraduate and postgraduate level. We bring in audiences for our 400+ music and dance events each year, including international tours, operas and musical theatre shows, festivals, visits from major international artists and performances in venues across London and beyond. We work closely with colleagues in our Learning and Participation teams to promote our summer schools, Saturday programmes for young people, evening classes for adults and community projects.

We're looking for a new Marketing Assistant to implement marketing activity in these areas, with an emphasis on dance. You'll work as part of our Marketing and Communications team, contributing to the delivery of our Strategic Plan. You'll liaise with both our Music and Dance faculties, full of friendly, passionate, hard-working, talented teachers, academics and administrators.

We're looking for a creative, talented, hard-working person with some marketing experience and an excellent knowledge of dance in particular. You'll need up-to-date marketing skills and knowledge, including experience of digital marketing. You'll also need excellent communication and organisational abilities, and relevant IT skills. You'll be a motivated, thoroughly committed and reliable team worker, who will rise to the challenge of working under pressure. There's a huge amount of activity to cover, so this is a demanding and thrilling role.

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: Sunday 20 October 2019 19 at 23:59 hours BST (No Agencies)

Interview Date: Wednesday 30 October 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, 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:	Marketing Assistant
Department:	Marketing & Communications
Reporting to:	Senior Marketing Manager
Grade:	Grade 4

PURPOSE OF THE POST

- To support the Marcomms team in raising the brand profile and reputation of Trinity Laban Conservatoire of Music and Dance
- To provide marketing support for all Trinity Laban activity, including the performance programmes and the Learning and Participation programmes for the Faculty of Music and the Faculty of Dance. These include: 400+ music and dance performances (including dance shows, concerts, festivals and tours), research events, commercial hires, short courses, weekly classes, year-long courses, the Centre for Advanced Training in Dance, and summer schools.
- To monitor and evaluate marketing campaigns to ensure targets are met to support the aims of Trinity Laban's Strategic Plan

MAIN RESPONSIBILITIES

1. Implement Trinity Laban's Marketing Strategy, delivering exceptional marketing support for the wide range of activities that Trinity Laban undertakes.
2. Implement marketing campaigns to promote specific events and strands of activity
3. Assist the Senior Marketing Manager in gathering information on Trinity Laban events and activities from colleagues across the organisation
4. Under the guidance of the Senior Marketing Manager, coordinate the production of programmes for dance events, including collating, proof-reading and printing in-house
5. Under the guidance of the Senior Marketing Manager, deliver social and digital media plans, storyboards and content
6. Write persuasive copy that will encourage attenders of Trinity Laban events and courses, and build event listings on Spektrix database to generate website listings and box office
7. Working to a brief produced by colleagues, produce e-flyers.
8. Working to a brief produced by colleagues, coordinate the production of marketing print
9. Produce regular standard reports on attendance levels at Trinity Laban events
10. Upload information to third party online listings websites
11. Coordinate with partner organisations and incoming dance companies such as Studio Wayne McGregor and Rosie Kay Dance Company on marketing campaigns

12. Administer and maintain the MarComms database and mailing lists (process returns, add new entries, clean the data) and report on marketing analytics as agreed
13. Liaise with the Student Recruitment team to make sure that activity is aligned across both departments and to support the programme of recruitment activity on and offline
14. Undertake office administration as directed, including post distribution, printing and scanning and answering public enquiries
15. Undertake any other Marketing and Communications tasks 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.

MARKETING ASSISTANT (DANCE)

PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	Educated or trained to degree-level or equivalent (preferably in dance) or possessing appropriate professional/post-experience qualifications	Essential	Application
	A professional marketing qualification	Desirable	Application
Experience			
	Experience of working in a Marketing and/or Communications environment, gained from a range of possible areas including as a student	Essential	Application and Interview
	Experience of carrying out marketing tasks such as: writing copy, creating event listings, creating digital media, uploading information to a website, creating posters / flyers / e-flyers	Essential	Application and Interview
	Experience of working in a performing arts environment	Desirable	Application and Interview
	Experience of working in an educational environment	Desirable	Application and Interview
Skills and Abilities			
	A strong attention to detail (a high level of accuracy)	Essential	Application and Test
	Strong planning and organisational skills, including the ability to prioritise a busy workload	Essential	Interview
	Excellent verbal and written communication skills	Essential	Interview
	Ability to work using own initiative	Essential	Application and Interview
	Able to work efficiently and effectively under pressure to meet deadlines	Essential	Interview
	Good MS Office skills	Essential	Interview
Personal Qualities			
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
	Ability to adapt quickly to changing priorities and High levels of personal commitment	Essential	Interview
	Ability to maintain confidentiality and handle sensitive information appropriately	Essential	Interview

Special Working Requirements	Flexible working will be required to attend occasional evening and weekend performances and events	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 months 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).
- Location:** 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).
- Salary:** Trinity Laban Staff Salary Scale, Grade 4, Incremental Points 11-15 £23,397 - £25,599 p.a., inclusive of a London Weighting Allowance of £3,785 p.a. Salaries are paid on the last working day of each month direct into bank.
- 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 9.6% of their pensionable salary (from 1 October 2019). The Conservatoire pays the Employer’s contribution currently at the rate of 21.1% of pensionable salary (from 1 October 2019).
- 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