

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## **GRADUATE INTERNSHIP LEARNING AND PARTICIPATION (MUSIC): Schools, Children and Young People**

**Full-time, fixed-term for 6 months (26 weeks)**

### **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

## INTERNSHIP- LEARNING AND PARTICIPATION (MUSIC) - Schools, Children & Young People

**Contract: Full-time, fixed-term for 6 Months (26 weeks)**

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 arts administration and project management. You will provide day-to-day administrative support to the Learning & Participation (Music) department, primarily in the areas of music education, participatory arts projects and related training, with a focus on our work with schools and young people.

Knowledge of music and interest in the arts is essential. You should have excellent organisational skills, a willingness to learn, the ability to work as part of a team, and be able to demonstrate initiative.

For this role, occasional evening and weekend work is required. You will be required undertake a Disclosure and Barring Service check (DBS), that shows you are not on the barred list of individuals who are unsuitable for working with children.

**Salary:** £7.70 - £8.21 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.

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, Wednesday 22 January 2020 (No Agencies)**

**Interview Date: Monday 3<sup>rd</sup> February 2020**

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 Rianne Malcolm, 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>	Intern – Learning & Participation (Music): Schools, Children and Young People
<b>Department:</b>	Children & Young People's Programmes, Learning & Participation (Music)
<b>Reporting to:</b>	Widening Participation Manager (Music)
<b>Contract:</b>	Full-time, fixed-term for 6 Months (26 weeks), start date March 2020

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## PURPOSE OF ROLE

The Intern will assist Learning & Participation (Music) team members in the management and delivery of a range of participatory music projects and related training. The Intern will be involved in planning, organisation, day-to-day administration, monitoring and evaluation of projects and programme.

This Internship focuses on the programme of work for schools, children and young people delivered by the L&P department in the music faculty, and will involve working on the following projects and programmes:

- Schools' Concert Series for Key Stages 1 – 5 – a series of concerts by Trinity Laban students for school groups
- Partnership schools programme – a series of workshops and activities in schools from partner boroughs of Lambeth, Lewisham, Greenwich and Southwark
- Animate Orchestra courses – Creative orchestral courses for young people out of school time
- Lewisham Live Projects – a series of projects and events collaborating with the dance faculty and local arts organisations
- Young Musicians' Summer School
- Other one-off events for schools, children and young people, such as the Girls in Jazz Day

## MAIN DUTIES

1. Assisting in the pre-planning and delivery of Learning and Participation (Music) courses, performances, events, workshops, training & programming.
2. Assisting team members through general computer based administrative tasks including data entry, letter writing, and database maintenance.
3. Supporting the administration across the schools, children and young people programme including taking enquiries, producing and distributing marketing materials, collecting and processing bookings, updating website copy, checking and maintaining registers, contacting participants as needed, monitoring and gathering feedback.

4. Practical planning and support for activities and events as required, e.g. booking venues, moving instruments and equipment, compiling plans and schedules, arranging meetings and 'on the day' event management.
5. Acting as a point of contact for enquiries from participants, parents of participants, schools, members of the public, professional musicians, partner organisations and other Trinity Laban staff.
6. Administering financial systems in liaison with the Finance Department as required.
7. Assisting in the monitoring and evaluation of activities.
8. Attending/observing courses, events, workshops, performances and meetings in order to feedback and inform future planning.
9. Attending Department meetings to participate in decision making and forward strategy.

### **Other**

10. To carry out any other duties which might reasonably be requested by the Learning and Participation (Music) Team.

### **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.*

## INTERNSHIP - LEARNING AND PARTICIPATION (MUSIC) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	Degree-level study <u>or</u> equivalent experience	Essential	Application & Interview
<b>Knowledge or Understanding</b>	Broad interest in and understanding of a range of musical genres	Desirable	Application & Interview
	Understanding of the role the arts can play in the lives and learning of people from diverse backgrounds	Desirable	Interview
	An understanding of the current contexts regarding music education in the schools' sector	Essential	Application & Interview
<b>Skills and Abilities</b>	MS Office skills or practical experience of other comparable software packages	Essential	Written Test
	Planning and organisational skills including the ability to prioritise a busy workload, work efficiently and effectively under pressure and to meet deadlines	Essential	Application, Written Test & Interview
	Good verbal and written communication skills (to communicate with internal and external customers/staff at all levels)	Essential	Application, Interview & Written Test
	Ability to work as part of a team	Essential	Interview
	Ability to work using own initiative	Essential	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Desirable	Interview
	Good analytical and problem solving skills (a proactive approach to problem solving)	Desirable	Written Test
<b>Personal Qualities</b>	A flexible approach to work and willingness to learn	Essential	Interview
	Reliable and conscientious	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Application & Interview
<b>Special Working Requirements</b>	Willingness to work occasional evenings and weekends	Essential	Application
	A Disclosure and Barring Service check will be required	Essential	Can be applied for after offer

***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 for 6 months (26 weeks), subject to 3-month probationary period and a DBS check that shows you are not on the barred list of individuals who are unsuitable for working with children.
<b>Hours:</b>	35 hours per week, usually 9.00 to 17.00, Monday to Friday with a daily lunch break of one hour. Flexible working will be required with occasional evening and weekend work. Where this applies a time off in lieu policy applies.
<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>	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.
<b>Holidays:</b>	12.5 days, in addition to Statutory, Bank and Public Holidays.
<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>Pension Scheme:</b>	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
<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>Events:</b>	There is a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Classes:</b>	Reduced rates access to Adult Classes.
<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)