

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## SENIOR TECHNICIAN (Maternity Cover)

Full-time, fixed term (12 months)

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## SENIOR TECHNICIAN (Maternity Cover)

**Contract: Full-time, fixed term (12 months)**

**Salary: £30,957- £37,151 p.a. (Including LWA)**

**Start Date: 1<sup>st</sup> August 2022 with possible hand-over dates in July (flexible)**

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.

The Senior Technician is a key member of the Production Department and leads on the day-to-day organisation of the department and the practical realisation of performance work. This includes supervising the technical team, liaising with internal and external collaborators and creating production schedules and staff rotas.

The post holder is responsible for the implementation of health and safety policy and routine maintenance of technical equipment. Alongside this, they will supervise the technical team to ensure the highest quality of technical presentation for all participatory and presented work within the Conservatoire's performance spaces and, where relevant, alternative spaces.

The post holder will participate in financial accounting procedures and departmental administration and reports directly to the Head of Production.

Flexible working will be required with regular evening and week-end work as needed. TOIL is accrued in lieu of overtime payments.

As an equal opportunity employer, we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity and expression, religion or belief, marital status, or pregnancy and maternity.

**Please note all applications submitted will be shortlisted anonymously by our recruiting panel, so please ensure that your name and personal details are not included within your supportive statement, otherwise we will not be able to consider your application.**

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: 06<sup>th</sup> June 2022 at 23:59 hours BST (No Agencies)**

**Interview Date: 20<sup>th</sup>/21<sup>st</sup> June 2022**

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, People Services and Resourcing Officer on [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk).

*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>	Senior Technician (maternity cover)
<b>Department:</b>	Production
<b>Reporting to:</b>	Head of Production
<b>Grade:</b>	6
<b>Contract:</b>	Full-time, fixed term (12 Months Maternity Cover)
<b>Line management:</b>	Supervision of Graduate Interns and freelance production technicians as required.

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## PURPOSE OF ROLE

The Senior Technician is a key member of the Production Department for the Faculty of Dance. The post holder will lead on the practical work and day-to-day organisation, implementation of health and safety policy, the routine maintenance of technical equipment and the supervision of the technical team, ensuring the highest quality of technical presentation for all participatory and presented work within the Conservatoire's performance spaces and, where relevant, alternative spaces.

## PRINCIPAL DUTIES AND RESPONSIBILITIES

- To act as lead of the technical team in support of Trinity Laban's production related activities.
- To co-train and co-supervise the Graduate Interns in collaboration with the Head of Production and other members of the production team.
- To ensure the theatre spaces and technical equipment and resources are effectively maintained to industry standards and ready for use at all times.
- To ensure Health and Safety procedures are adhered to, and updated as required.
- To support and assist TL students, staff and visiting companies with the lighting design and technical requirements of their work as required, including liaison with internal and external artists to interpret ideas and provide practical solutions; for example, staging, sound, lighting, audio visual.
- To deputise for the Head of Production in their absence.
- To assist on the preparation and delivery of all technical and production aspects for performance events.

- To support the technical team in the efficient running of production department activities.
- To contribute to the planning and implementation of developments and advising the Head of Production on capital and resource requirements.
- To work closely with internal TL departments and external users to ensure efficient delivery of agreed activity.
- To assist the Head of Production with the planning and scheduling of technical staff, equipment and facilities.
- In consultation with the relevant teaching staff, to inform student groups of the requirements with regard to all performance activities and to support the development of good practice.

## **OPERATIONAL RESPONSIBILITIES**

- Ensuring facilities and equipment are ready for use in accordance with agreed production schedules.
- Organising the setting up and operation of equipment and facilities in support of TL productions, events and other activities on/off site, and the work of visiting artists.
- Keeping up to date and accessible the inventories of production equipment, technical specifications, drawings, and other documentation.
- Purchasing production related equipment in accordance with current budget and financial regulations, subject to approval by the Head of Production.
- Ensuring that protocols and professional standards for production processes and use of Trinity Laban's equipment and facilities are observed by all users, including providing guidance on competency assessment in the use of technical equipment and facilities, in accordance with TL policies and current professional practice.
- Providing technical instruction, advice and ongoing support for students, interns, teaching and technical staff.

## **HEALTH AND SAFETY**

- Creating and implementing systems to ensure the regular testing of technical equipment and maintaining inspection records.
- Ensuring that appropriate standards of health and safety are maintained at all times.
- Ensuring that the working methods employed by technical staff, students and visiting users are safe and appropriate at all times, in accordance with TL policies and regulatory requirements.
- Undertaking and implementing Risk Assessments for activities with a production element.

- Ensuring that all staff working for the production department have received appropriate instruction and training and are competent to undertake specific tasks.
- Assisting with the instruction of students and staff in the safe operation of equipment.
- Conducting safety training exercises which cover the use of safety equipment, the safe and compliant operation of equipment used in the theatres and other production spaces.
- Ensuring equipment and facilities are maintained in a safe, tidy and useable condition, in accordance with TL regulatory requirements.

## **INDUSTRY PRACTICE**

- Keeping up to date with industry practice and standards and undergoing training where appropriate.
- Keeping up to date with current health and safety legislation, to ensure that staff, students and visitors are compliant when using production equipment and facilities.
- Making recommendations to the Head of Production on current industry technologies and practices, to ensure that TL's production equipment and facilities remain up to date and appropriate.
- Maintaining contact with relevant industry networks.

## **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.*

## SENIOR TECHNICIAN (MATERNITY COVER) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	Degree qualification in Technical Theatre or related subject	Desirable	Application
<b>Experience</b>	Experience facilitating professional artists' work including interpreting needs and finding practical solutions	Essential	Application, Interview
	Experience in lighting design for contemporary dance or other theatre production	Essential	Application/ Interview
	Some experience of teaching and/or working in an educational environment; supporting students in producing performance work.	Desirable	Application/ Interview
	Technical/production management of a touring company	Desirable	Application/ Interview
	Experience of receiving and facilitating commercial hires	Desirable	Application/ Interview
<b>Knowledge or Understanding</b>	Several years' experience in the theatre industry and a thorough understanding of the creative processes of production	Essential	Interview
	Experience of scheduling and running production processes, including load in, fit-up, technical rehearsal and performances	Essential	Application/ Interview
	Experience of interpreting plans and technical specifications, and leading teams of staff in the safe and timely realisation of practical work	Essential	Interview/ Test
	Excellent understanding of lighting processes and realisation, including design, programming, and operation	Essential	Interview/ Test
	Several years' experience of working as part of a technical team, with thorough hands on knowledge of running technical fit ups, rigging and focus sessions, technical rehearsals, troubleshooting problems, adjusting schedules	Essential	Interview
	Knowledge of current Health and Safety legislation and risk management (incl LOLER, PEWER, COSHH)	Essential	Application
<b>Skills and Abilities</b>	Fully conversant with ETC Eos family consoles, including networking protocols	Essential	Application/ Test
	A good understanding of sound and AV control systems	Desirable	Application/ Interview
	Experience of programming and operating Qlab	Desirable	Application/ Interview

	Competent user of both PC and Apple operating systems/packages, including Microsoft Office, CAD	Essential	Application
	Experience of conducting PAT testing and maintaining databases	Desirable	Interview
<b>Personal Qualities</b>	A willingness to challenge, be challenged and respond to pressured situations calmly and with diplomacy.	Essential	Interview
	Ability to prioritise a demanding workload and meet strict deadlines	Essential	Interview
	Good planning, organisational and time management skills with scrupulous attention to detail	Essential	Interview
	Team player with ability to build strong working relationships	Essential	Interview
<b>Special Working Requirements</b>	Comfortable to work at height	Essential	Interview
	Able to work flexible hours to meet the demands of theatre and production schedules	Essential	Interview

*Please note, that it will not be possible for the Conservatoire to issue a Certificate of Sponsorship for successful candidates as we are awaiting further information from UK Visas and Immigration. Applicants will therefore need to be eligible to work in the UK or have limited leave to remain in the UK and associated right to work for the duration of their employment with the Conservatoire, in accordance with the Immigration, Asylum and Nationality Act 2006.*

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full-Time, fixed term for 12 months, (maternity cover), subject to a 6-month probationary period.
<b>Hours:</b>	35 hours per week, usually from 10.00 am to 6.00 pm Monday to Friday, (with a daily lunch break of one hour). Evening and weekend working will be required, for which time off in lieu will be given
<b>Location:</b>	You will be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at our other campuses in Greenwich, New Cross and Blackheath.
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £30,957- £37,151 p.a., inclusive of a London Weighting Allowance of £3,842 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	25 days p.a. in addition to Statutory, Bank and Public Holidays. Please note, only full calendar months will count.
<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>	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 9.6% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 21.1% of pensionable salary.
<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.
<b>Cycle to Work:</b>	A cycle to work scheme is operated.
<b>Give as you earn:</b>	A give as you earn scheme is operated.

## 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)