

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## PERFORMANCE OPERATIONS COORDIANTOR

FULL TIME, PERMANENT

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## PERFORMANCE OPERATIONS COORDINATOR

**Contract: Full time, Permanent**

**Salary: £26,689 - £30,183 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 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.

This position assists the Performance Operations Manager in the operational and stage management aspects of all Music and cross Faculty's performance events and their preparatory rehearsals, ensuring that professional standards of presentation are achieved wherever possible. In addition, the role assists with movement of all equipment and musical instruments required for daily activity, as well as their care and maintenance.

This role involves flexible working and regular unsocial hours (early mornings, evenings, occasional weekend work) as well as travel offsite to other venues.

As an equal opportunity 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.

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 supporting 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: Sunday 17<sup>th</sup> July 2022, at 23:59 hours BST (No Agencies)**

**Interview Date: Thursday 28<sup>th</sup> July 2022**

For any queries about this position that are not covered in the job pack, please email Katerina Filosofofoulou, our 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>	Performance Operations Coordinator
<b>Department:</b>	Performance Department
<b>Reporting to:</b>	Performance Operations Manager
<b>Grade:</b>	Grade 5
<b>Contract:</b>	Full-Time, Permanent

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## PURPOSE OF ROLE

To assist the Performance Operations Manager in the operational and stage management aspects of all Music and cross Faculty's performance events and their preparatory rehearsals, ensuring that professional standards of presentation are achieved wherever possible. In addition, the role assists with movement of all equipment and musical instruments required for daily activity, as well as their care and maintenance.

## Main duties

1. To assist the Performance Operations Manager in ensuring that all staging and technical requirements are met throughout rehearsals and performances.
2. To research and collate layout information, and produce clear plans for performances as required.
3. To ensure that concerts / rehearsals are set up correctly, liaising with venues as necessary.
4. To act as Stage Manager at concerts as required, (supervising casual crew) to ensure stage moves during performances are professionally and efficiently carried out.
5. Project manage festivals and special events within the conservatoire.
6. To load, unload and drive (training and test will be given if a driving license held) the College van in order to transport instruments and equipment to rehearsal and concert venues as required, working with the Facilities team when appropriate.
7. To be responsible for the safety and security of College instruments whilst in transit and whilst at external venues.
8. To assist with the movement, care and maintenance of the conservatoire's musical

instruments and equipment and to ensure that instrument, equipment stores and orchestra flight boxes are kept in order together with stock records.

9. Purchasing new equipment, engaging contractors for maintenance and invoicing for instrument hire using the institutions finance system (Agresso).
10. Processing pay claims for casual staff, coding expenses and credit card transactions and keeping within set budgets.
11. To assist the Performance Operations Manager in engaging, supervising and training crew where necessary and organising transport as required to facilitate workload.
12. Organising the monthly steward rota and engaging new stewards
13. To deputise for the Performance Operations Manager in their absence.
14. To have knowledge and apply the principles of Health and Safety relating to music performance activities (training will be provided if necessary).
15. When required, to assist the Orchestral Manager in keeping accurate attendance records, monitoring student punctuality, and any breach of the Faculty's Performance Code of Conduct.
16. To work as part of the Music Administrative team and to provide support in the Department when necessary.

## **Other**

- To undertake other duties as may from time to time be reasonably required by the Music Manager or Director of Music.
- To attend meetings as necessary and to participate in staff training and development as required by the College.

## **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, the Faculty of Music's portfolio of programme offerings 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.*

## PERFORMANCE OPERATIONS COORDINATOR

### PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	Educated to degree-level (preferably in the arts) or equivalent, or possessing appropriate professional/post-experience qualifications or work experience	Essential	Application
	Hold a full driving licence for over one year (by 1st December 2019) and no more than three penalty points	Desirable	Application
	Health and Safety training (e.g. IOSH Managing Safely)	Desirable	Application
	First Aid Qualification	Desirable	Application
<b>Experience</b>	Experience in concert and stage management	Essential	Application / Interview
	Some experience of dealing with students and professional musicians	Essential	Application / Interview
	Some knowledge of orchestral instruments and experience of playing in ensembles and reading music	Desirable	Application
	Administrative and planning musical events experience	Essential	Test / Interview
<b>Knowledge or Understanding</b>	Awareness of health and safety practices in the work place	Essential	Interview
	Knowledge of orchestral repertoire and orchestral layouts	Essential	Test
	A background in higher education administration	Desirable	Application
	Knowledge of financial processes (e.g. creating Purchase Orders, Invoices, tracking and working within budgets, processing and coding expenses etc.)	Desirable	Application
<b>Skills and Abilities</b>	Ability to work as part of a team and within a lively, open-plan office environment and also independently	Essential	Interview
	Strong verbal and written communication skills	Essential	Application / Interview
	IT literacy including MS Office skills	Essential	Application
<b>Personal Qualities</b>	Physical ability to lift, move and load heavy objects and instruments **	Essential	Test / Interview
	Capable of working efficiently and effectively unsupervised under pressure to meet deadlines	Essential	Application
	Ability to deal tactfully with sensitive situations	Essential	Interview
	Ability to analyse and resolve problems	Essential	Interview

	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
<b>Special Working Requirements</b>	This role involves flexible working and regular unsocial hours (early mornings, evenings, occasional weekend work).	Essential	Interview
	Travelling offsite to other TL and external venues for rehearsals and concerts	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, permanent subject to a 6-month probationary period.
<b>Hours:</b>	35 hours per week, flexible working will regularly be required including early mornings (07:00), evenings and occasional weekend work, (with a daily break of one hour). Additional hours will regularly be required 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 and Laurie Grove, New Cross), Blackheath Halls (Lee Road, London) and other external venues as required.
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 – 21, £26,689 - £30,183 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.



## 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)