

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP PRODUCTION

**FULL- TIME, FIXED TERM FOR 11 MONTHS (47 WEEKS)  
November 2022 to September 2023**

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## GRADUATE INTERNSHIP PRODUCTION

**Contract: Full- time, fixed term for 11 months (47 weeks)**

**Salary: £9.18 - £9.50 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.**

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.

Working with our busy Production team, you will receive training and gain experience in all aspects of technical theatre including lighting, sound and stage management. From rigging, focusing and programming to designing for dance performance, sound and video operation and developing skills in show control and management.

You should have a degree or equivalent, preferably in Technical Theatre or Performing Arts, excellent communication skills, basic technical skills and understanding, a willingness to learn, and the ability to work as part of a team. You should be able to demonstrate initiative and be able to work independently when necessary. Flexible working will be required including evenings, weekends and short trips away to meet the needs of the production department.

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.

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/>

**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 to your supporting statement, otherwise we will not be able to consider your application.**

**Closing Date: 30th September 2022, 23:59 hours BST (No Agencies)**

**Interview Date: 12th and 13th October 2022**

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, People Services & 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>	Production Graduate Intern
<b>Department:</b>	Production Department, Faculty of Dance.
<b>Reporting to:</b>	Head of Production
<b>Contract:</b>	11 months (47 weeks) fixed term
<b>Line management:</b>	Head of Production

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## PURPOSE OF ROLE

The Graduate Intern in Production will work within the production team at the Faculty of Dance and assist in providing technical support for all performance related works and meeting the standards set within the organisational strategy.

## MAIN RESPONSIBILITIES

- To assist with the day to day running of the Production Department and provide support for Faculty of Dance
- To work as part of a technical team and develop skills in lighting, sound, AV and stage management through the production of performance related work.
- To provide technical support for the students and staff and visiting companies presenting work in the Laban Theatre and other performance venues.
- To maintain Trinity Laban's high production values

## Main duties

1. To rig, focus and operate lighting, sound, audio visual and technical equipment. This includes working at height.
2. To programme and operate lighting and sound consoles and show control software such as Qlab.
3. To provide technical support for Trinity Laban's own productions and/or visiting companies, which will include, lighting, sound, AV and stage management.
4. To assist incoming companies and artists with get-in and get-out requirements and stage set up for performances.
5. To provide, with guidance and support, lighting design and realisation for student and staff productions and public performances.

6. To develop and maintain accurate paperwork relating to performance such as cue sheets, technical drawings and specifications, word documents and spreadsheets.
7. To communicate and collaborate with the other members of the department and across the Conservatoire, keeping calendars and email communication up to date
8. To set up and support productions in locations other than at the Faculty of Dance as necessary.
9. To maintain and repair technical equipment and the theatre spaces.
10. To assist in periodic inspections/PAT of equipment and to ensure that all equipment brought on to the site conforms to Health and Safety regulations.

### **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 Dance'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.*

## GRADUATE INTERNSHIP PRODUCTION - PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	Degree Qualification in Technical Theatre or a related subject or possessing appropriate equivalent experience	Essential	Application
<b>Experience</b>	Some experience of working in a theatre environment	Desirable	Application and Interview
<b>Knowledge or Understanding</b>	Broad interest in and understanding of contemporary dance	Essential	Application and Interview
	Knowledge of basic sound system set up and operation	Desirable	Application and Interview
	Knowledge of basic lighting system set up and operation	Desirable	Application and Interview
	Basic understanding of rigging procedures and technical operations	Desirable	Application and Interview
	Knowledge of Health and Safety practices in the work place	Desirable	Application and Interview
<b>Skills and Abilities</b>	Team player with an approachable manner	Essential	Interview
	Ability to work efficiently and effectively under pressure	Essential	Interview
	Ability to work using own initiative	Essential	Interview
	Planning and organisational skills including the ability to prioritise a busy workload	Essential	Interview
	Excellent English language skills	Essential	Interview
<b>Personal Qualities</b>	Focused on a future career in technical theatre	Essential	Interview
	Active interest in scenography / design for theatre performance	Desirable	Interview
	Reliable and conscientious	Essential	Interview
<b>Special Working Requirements</b>	Flexible working will be required including late evenings and weekends	Essential	Interview
	Comfortable to work at height as a part of day to day activity	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>	11 months (47 weeks) Fixed term, subject to a 3-month probationary period.
<b>Hours:</b>	<p>35 hours per week (1FTE), usually from 10.00 am to 18.00 pm Monday to Friday, (with a daily lunch break of one hour). Evening and weekend working will be required during busy periods, for which time off in lieu will be given.</p> <p>Due to social distancing requirements, some work may be undertaken from home and working hours may differ from the usual core pattern in order to access the theatre spaces.</p>
<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 site.
<b>Salary:</b>	£9.18 - £9.50 per hour as per National Minimum Wage and National Living Wage rates. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	18 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)