

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP – AUDIOVISUAL SUPPORT

**FULL-TIME, FIXED-TERM FOR 11 MONTHS (50 WEEKS)**

**January 2023 – December 2023**

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## GRADUATE INTERNSHIP – AUDIOVISUAL (AV) SUPPORT

**Contract: Full-time, fixed term for 11 months (50 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.

This exciting and varied training role offers a wide-ranging introduction to the technical and creative aspects of supporting teaching and contemporary performance with audiovisual technologies.

You will support teaching staff in maximising the use of multimedia to enhance lessons, along with video recording and editing of a variety of content, and regularly uploading this and other files to the media streaming service. Thinking ingeniously to assist students in achieving their creative vision in a diverse range of performances and independent dance practice, you'll have access to a wide-range of multimedia technologies (including both software and hardware) to realise these outcomes.

You will play a vital role in a range of projects. For previous role holders these have included a large digitization project to remaster performances from the archive and working very closely with choreographers to assist with the creation of dance films. There will also be regular checking of equipment: portable items available for loan by students and staff; and set ups within teaching spaces. Opportunities may arise to work closely with the Production department to support lighting and audio for some performances and student rehearsals, as well as potentially assisting and producing high quality live streams or recordings of performances and other events. There will also be regular contact with colleagues from the Faculty of Music.

Being friendly and supportive to everyone who asks you for assistance, you will have imagination and good writing skills for creating articles on our knowledgebase and responding to emails, have an interest in audiovisual technologies, as well as enjoying creative problem solving. Through all of this you'll be supported, be offered training, and encouraged to further develop your own skills and interests in relevant areas.

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: 27 November 2022, at 23:59 hours BST (No Agencies)**

**Interview Date: 07 December 2022**

For any queries about this position that are not covered in the job pack, please email Katerina Filosopoulou, 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>	Graduate Internship – Audiovisual Support
<b>Department:</b>	Library & Archive, Faculty of Dance
<b>Reporting to:</b>	AV / IT Advisor
<b>Contract:</b>	Full-time (1.0 FTE), fixed term for 11 months (50 weeks)

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## PURPOSE OF ROLE

- Assist the AV/IT Advisor to support staff in delivering teaching using multimedia and audiovisual equipment.
- Help students creatively use multimedia in assessments and performances.
- Prepare, upload and audit media files on our online streaming service, and support others to upload their own content.
- Regular checking and occasional maintenance of equipment.
- Plan, create, and edit new multimedia content.
- Assist with special multimedia projects.

## Main duties

1. Supporting and troubleshooting staff and students' safe use of AV equipment and software in teaching spaces, conference rooms, performance spaces, and the library. This may include providing some first-line support for any blended learning platforms that the institution may adopt.
2. Assisting students and staff with creating and using multimedia for assessments and performance (this includes video editing and exporting to suitable formats, as well as use of more interactive multimedia software).
3. Providing access to borrowable equipment and supporting the use of items.
4. Regular checking of AV equipment within the Faculty of Dance and reporting any issues that can not immediately be remedied.
5. Transcoding and uploading new content to the multimedia streaming servers, along with checking, adding, and amending associated metadata.
6. Supporting equipment use and the recording of classes, seminars, lectures, and events.
7. Creating and editing content on the self-service online knowledgebase and identifying areas where new content should be added.

**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.*

## GRADUATE INTERNSHIP – AUDIOVISUAL SUPPORT PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	Undergraduate degree in multimedia production, technical media studies, dance, performing arts or related discipline.	Essential	Application
<b>Experience</b>	Experience of using a range of audiovisual equipment (especially video cameras, audio recorders, and projectors).	Essential	Application, Practical task & Interview
	Some experience of using remote communication tools (such as Zoom, or Microsoft Teams), e-learning platforms (as a student or teacher), or live streaming video platforms.	Essential	Application
<b>Knowledge or Understanding</b>	Broad interest in and understanding of at least one of the following: contemporary dance, performance, video art, cinema, or photography.	Essential	Application & Interview
<b>Skills and Abilities</b>	Familiarity with video editing software (preferably Adobe Premiere Pro or Davinci Resolve)	Essential	Application & Interview
	Interest in creative use of technology with excellent digital literacy, attention to detail, and ability to quickly pick up new digital skills.	Essential	Practical task & Interview
	Ability to use creative software (such as Isadora, QLab, design tools, audio editing, etc). Training will be provided where appropriate.	Desirable	Application & Interview
<b>Personal Qualities</b>	Good interpersonal skills and the ability to work well with people with varied technical abilities.	Essential	Application & Interview
	Creative and motivated with a flexible, positive, and proactive approach to work.	Essential	Interview
<b>Special Working Requirements</b>	Flexible working may be occasionally required with some evening work and very occasional weekend working.	Desirable	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 (1.0 FTE) for 11 months (50 weeks), subject to a 3-month probationary period.
<b>Hours:</b>	35 hours per week (1.0 FTE), to be agreed with the appointed candidate. This would normally be 08:30 to 16:30, or 10:00 to 18:00. Some evening and weekend working will be required during busy periods, 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 occasionally required to work at the Faculty of Music (King Charles Court, Old Royal Naval College), along with other Trinity Laban sites.
<b>Salary:</b>	£9.18 - £9.50 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>	18 days for the duration of the contract, in addition to Statutory, Bank and Public Holidays.
<b>Pension Scheme:</b>	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
<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>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>Classes:</b>	Reduced rates access to Adult Classes.
<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>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)