

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP - COSTUME

FULL- TIME, FIXED TERM FOR 12 MONTHS

Sept 2023 – Aug 2024

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## GRADUATE INTERNSHIP – COSTUME

**Contract: Full-time, Fixed-term for 12 months**

**Salary: £10.18 to £10.42 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.

We are offering an excellent training opportunity for a graduate interested in pursuing a career in costume for performance. Our Graduate Internship programme enables graduates to gain vital professional understanding of an arts organisation alongside valuable developmental opportunities. You will gain relevant hands-on experience through working with established professionals in this busy and exciting role, within one of the most diverse and vibrant educational and cultural organisations in the world.

You will be a creative, highly organised individual with high-level skills in costume design and realisation.

You will provide day-to-day support to staff and students engaged on various costume projects and will also design and produce costumes for new performance works.

You will be involved in the purchasing of materials and equipment, the control of costume stock and the supervision of students. Excellent sewing, communication and organisational skills are essential.

You should have a degree in Costume, a willingness to learn, a keen interest in the arts, particularly dance, and be able to demonstrate artistic flair and initiative.

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: 23:59 hours BST, Friday 30<sup>th</sup> June 2023 (No Agencies)**

**Interview Date: Friday 21<sup>st</sup> July 2023.**

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Organisational Development 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 - Costume
<b>Department:</b>	Costume
<b>Reporting to:</b>	Head of Costume / Lecturer in Performance Design
<b>Contract:</b>	Full-time, Fixed-term for 12 months

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## PURPOSE OF ROLE

### The Graduate Intern will:

- Join a team of staff reporting to the Head of Costume / Lecturer in Performance Design, to assist with all aspects of the Faculty's costuming of student performance and performance design teaching activity.
- Advise students on aesthetic and practical concerns of costume design and realisation.
- Supervise students who are working with departmental resources and facilities.
- Develop skills in a variety of theatre and education practices, including costume design for contemporary dance, costume construction and adaptation, costume stock and equipment control and maintenance, teaching support, and student supervision.

## Main duties

1. Assisting in the general maintenance, day-to-day operation, and on-going development of the Department.
2. Assisting costume staff and students in all aspects of the design, realisation, and maintenance of costumes for performance.
3. Making costumes by machine and hand.
4. Fitting costumes.
5. Altering and repairing costumes.
6. Making and modifying patterns for costumes.
7. Sourcing and purchasing materials and equipment.
8. Carrying out weekly costume loans/hires and returns, keeping records and returning costumes to stock.
9. Monitoring laundry levels and undertaking laundry of costumes.

10. Servicing Dye Room/Laundry on a weekly basis ensuring that dye vats, equipment and surfaces are clean, and stock is well managed.
11. Oiling and cleaning sewing machines on a weekly basis.
12. Documenting studio practice on a weekly basis, via the taking and processing of digital images.
13. Providing support in the preparation and delivery of performance design teaching.
14. Supervising students in the proper and safe usage of departmental facilities.
15. Attending technical and dress rehearsals to give constructive feedback to students on costume, hair, and make-up, to ensure the maintenance of high production values.
16. Carrying out any other duties as requested reasonably by the Head of Costume / Lecturer in Performance Design.

### **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 – COSTUME

### PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	Degree or equivalent level qualification in Costume	Essential	Application
<b>Experience</b>	Costume design and costume realisation	Essential	Application & interview
	Managing effectively own work schedules and successful team working	Essential	Application, interview & test
	Sourcing and purchasing of materials	Desirable	Application & interview
<b>Knowledge or Understanding</b>	Aesthetic and practical concerns of costuming performance	Essential	Application, interview & test
	Dance as an art form	Desirable	Application & interview
<b>Skills and Abilities</b>	Excellent machine and hand sewing skills; achievable at speed	Essential	Interview & test
	Good pattern-cutting skills	Desirable	Application & interview
	Strong design and realisation skills, including the ability to analyse, problem-solve, pay attention to detail, and keep precise records	Essential	Application, interview & test
	Excellent interpersonal and communication skills (written and verbal) in order to communicate effectively with colleagues, choreographers and students	Essential	Application, interview & test
	Strong planning and organisational skills, including the ability to prioritise within a workload, and work efficiently and effectively under pressure to meet deadlines	Essential	Application, interview & test
	Ability to work using own initiative	Desirable	Application, interview & test
	Strong MS Office skills and the ability to work with databases	Essential	Application & interview
<b>Personal Qualities</b>	Artistic flair and imagination	Essential	Application & interview

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Full-time, fixed-term for 12 months (subject to a 3-month probationary period).
<b>Hours:</b>	35 hours per week, usually from 10:00 am to 18:00 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working may 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 required to work at the Faculty of Music (King Charles Court, Old Royal College).
<b>Salary:</b>	£10.18 to £10.42 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>Annual Leave:</b>	20 days, 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)