

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

LIBRARY ASSISTANT, JERWOOD LIBRARY OF THE PERFORMING ARTS

(Part-time 0.4 FTE, permanent)

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LIBRARY ASSISTANT, JERWOOD LIBRARY OF THE PERFORMING ARTS

Contract: Permanent part-time 0.4FTE (14 hours per week)

Salary: Full-time equivalent £29,293-£32,914 (Including LWA) p.a. pro rata

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 21st 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 award-winning Jerwood Library of the Performing Arts, which supports teaching, learning, performance and research within the Faculty of Music, seeks to appoint a part-time Library Assistant to join its small specialist team. We would wish the successful candidate to commence on 1st July 2024 (or as soon after as possible).

You will assist with the day-to-day running of core services, including staffing the issue desk and carrying out processing and repair work on stock. You will also be required to provide help and advice to students to enable them to make best use of the Library facilities.

We are seeking someone with:

- a degree (preferably in music, otherwise other formal study of classical music and library experience is required)
- experience of working in a customer-focused environment
- excellent general knowledge of classical music history and repertoire and the ability to read music
- the ability to work on your own initiative and as an effective part of a small team
- a meticulous approach to detail

Experience of working in a library would be advantageous.

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 12 May 2024, at 23:59 hours (UK time - No Agencies)

Interview Date: Friday 24 May 2024

For any queries about this position that are not covered in the job pack, please email Katerina Filosofopoulou, Talent Resourcing and Development Officer on 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

Post:	Library Assistant
Department:	Jerwood Library of the Performing Arts
Reporting to:	Library Manager, Faculty of Music
Grade:	5
Contract:	Part-time (0.4 FTE). Currently Mondays 11.00-19.00 and Thursdays 11.00-19.00 (09.00-17.00 on both days outside of term-time), permanent.

PURPOSE OF ROLE

- To assist as part of the Jerwood Library team with the day-to-day running of core services, including staffing the issue desk and processing and repairing stock.
- To provide help and advice to students and staff of the Music Faculty to enable them to make the best use of Library facilities.

Main duties

Customer Service

1. To deal with the issue, renewal, return and reservation of library materials, using the SirsiDynix Symphony integrated library system
2. To deal with credit card transactions
3. To answer basic information enquiries in person, by telephone or electronically
4. To assist library users in their use of online resources, computer facilities, photocopier, audiovisual and other equipment
5. To assist in the maintenance of up-to-date computer records of library users
6. To liaise with the IT, Creative Technology Services and Estates and Facilities departments as appropriate to ensure all equipment in the library is in good working order

Collections Management

7. As part of the library assistant team, to have responsibility for the physical processing and repair of books, music and audiovisual materials to make them shelf-ready
8. To shelve materials and tidy shelves as required
9. To assist the Librarians in auditing reading list material and assessing donated stock
10. To assist in the provision of reprographic requests to researchers
11. To produce and monitor statistical data as requested by the Head of Libraries
12. To assist with library stocktakes and weeding exercises

Education, promotion and outreach

13. To contribute to the promotion of the library's collections and services, including curating exhibitions and writing blog posts
14. To participate in the user induction programme, including providing library tours

Team responsibilities

15. To assist in the supervision of student shelvees, work experience students and volunteers in their day-to-day tasks
16. To assist the Library Manager in the induction and training of new Library staff
17. To participate in staff meetings and contribute to the formation of policy and the development of services within the library
18. To serve as a member of the library's disaster recovery team
19. To represent the Library at internal and external meetings as required

General

20. To be responsible for routines relating to Library security and opening and closing procedures as required
21. To help ensure the maintenance of an environment conducive to learning and to enforce Library regulations, dealing with and reporting behaviour as appropriate
22. To operate within the parameters of data protection and copyright legislation

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.

LIBRARY ASSISTANT, JERWOOD LIBRARY OF THE PERFORMING ARTS

PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	A good honours degree, or equivalent, in music OR A good honours degree (or equivalent) in any subject AND experience of working in a library AND study of music to A level (or equivalent) or Grade 8 Music Theory	Essential	Application
Experience	Experience of working in a customer-focused environment	Essential	Application, interview
	Experience of working in a library	Desirable	Application
	Experience of using an integrated library system	Desirable	Application
Knowledge or Understanding	Excellent knowledge of Classical music history, repertoire and literature	Essential	Application, interview
	Appreciation of the needs of music students in a Higher Education setting	Essential	Interview
Skills and Abilities	A high level of musical literacy and experience of practical music making	Essential	Application, interview
	Ability to play an active and supportive part in a team with excellent interpersonal skills	Essential	Application, interview
	Excellent written and oral communication skills	Essential	Application, interview
	Ability to effectively plan and organise own workload to ensure timely and accurate completion of tasks	Essential	Application, interview
Personal Qualities	Ability to work accurately and with meticulous attention to detail	Essential	Application, interview
	Ability to work on own initiative for problem solving and service development	Essential	Application, interview
	Ability to work efficiently and effectively under pressure	Essential	Application, interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
Special Working Requirements	Capable of lifting, moving and shelving library stock	Essential	Application
	Able to work evenings and Saturdays as required	Essential	Application

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

- Contract:** Part-time, permanent subject to a 6-month probationary period.
- Hours:** A regular pattern of 14 hours per week (0.4 FTE), currently 11.00-19.00 on Mondays and 11.00-19.00 on Thursdays during term-time (09.00-17.00 both days during vacation) with a daily lunch break of one hour. The Library opening times are currently:
- | | | |
|------------|-----------|-------------|
| Term-time: | Mon-Thurs | 09.00-19.00 |
| | Friday | 09.00-17.00 |
| | Saturday | 10.00-15.00 |
| Vacation: | Mon-Fri | 09.00-17:00 |
- Saturday working will be required, currently up to 3 times per term, for which time off in lieu will be awarded. Working hours are subject to change as determined by the need of the Conservatoire. Consultations will take place with staff if Trinity Laban considers revisions appropriate.
- Location:** 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).
- Salary:** Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £29,293-£32,914 p.a. pro rata, inclusive of a London Weighting Allowance of £4,155 p.a. pro rata Salaries are paid on the last working day of each month direct into bank or building society accounts.
- Holidays:** 25 days pro rata, in addition to Statutory, Bank and Public Holidays. Please note, only full calendar month will count.
- Sick Pay:** 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.
- Pension Scheme:** The successful candidate will be auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 14.5% of pensionable salary.
- Staff Development:** A range of Staff Development opportunities are available.
- Library:** The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
- Car Parking:** A limited number of parking spaces are available at the Laban Building, subject to availability.
- Cafeteria:** Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.

- Events:** There is a wide range of music and dance performances each week, many of which are free to members of staff.
- Classes:** Reduced rates access to Adult Classes.
- Eye Care:** Vouchers for eye tests are available for VDU users.
- Health:** Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.
- Cycle to work:** A cycle to work scheme is operated.
- Give as you earn:** 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 17th-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