

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## GRADUATE INTERNSHIP - DANCE SCIENCE FULL-TIME 1.0 FTE

**Fixed Term, 28 October 2024 – 30 September 2025**

### JOB DETAILS - CONTENTS

Page 2	Advertisement
Page 3	Job Description
Page 5	Person Specification
Page 6	Conditions of Service Summary and Staff Benefits
Page 7	Information on Trinity Laban Conservatoire of Music and Dance

## GRADUATE INTERNSHIP - DANCE SCIENCE

**Contract: Full-time, Fixed-term for 11 months (48 weeks)**

**Salary: £11.44 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 looking for a capable and dynamic Graduate Intern to join the Dance Science team at Trinity Laban. The ideal candidate will be someone who has a passion for learning, enjoys working within an academic institution, has a keen interest in performing artist health and science and has potential to gain new experiences and grow within the role. The fixed term role is designed to provide professional development opportunities for early career individuals.

The postholder will help to provide support for students who are studying on the undergraduate and postgraduate programmes and assist Dance Science colleagues with departmental and programmes' activities and events, including supporting the running of the Conditioning Studio. You will assist the Lab Technicians, Programme and Module Leaders with teaching and research activities on the undergraduate and postgraduate dance science programmes. You will help ensure that students have competency to use the lab equipment and work responsibly with participants. You will have a central role in promoting of the programmes and departmental services through our social media, practical workshops and recruitment visits. You will also play a key role in supporting the Fitness Screening and Health Programme; aiding in organising and delivering fitness tests to performing arts students, as well as the in-house research to support dancers' fitness and health.

Previous interns have gone on to work successfully within clinics, academic institutions and professional organisations as dance science teachers, managers and administrators or have gone on to further study in dance science and related 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 Recruitment 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: 22 September, 2024, 23:59 hours BST (No Agencies)**

**Interview Date: 3 October 2024**

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 - Dance Science
<b>Department:</b>	Dance Science
<b>Line Manager:</b>	MSc/MFA Dance Science Programme Leader
<b>Contract:</b>	Full time (1.0 FTE), Fixed-Term, 48 weeks

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## PURPOSE OF THE ROLE

The Dance Science Graduate Intern will join Trinity Laban to provide support in all activities relating to Dance Science at Trinity Laban. This includes supporting students and staff on educational programmes, helping with the administrative and promotional activities for the Dance Science department, and assisting with other undertakings such as research and knowledge exchange work. They will work closely with the Lab Technicians, Programme Leaders and Module Leaders, Health Team as well as with other departments. They will manage digital and social media platforms for promotional and recruitment activities for the department.

## MAIN RESPONSIBILITIES

- Providing support for the BSc and MSc/MFA Dance Science Programmes, (e.g. setting up AV and IT, photocopying, printing and assisting with Dance Science specific demonstrations in lectures and workshops).
- Assisting with general operations of the Dance Science office, laboratory, and Conditioning Studio, including responding to e-mails in a professional and timely manner.
- Supporting the organisation and implementation of the Fitness Screening and Health Tracking Program involving both student and professional dancers; liaising with the Scheduling Department, Trinity Laban Health, and other departments as necessary organising schedules, collecting and processing data, and providing participant feedback where appropriate.
- Supporting the Dance Science and Health teams to oversee the provision within the Trinity Laban Conditioning Studio.
- Assisting with wider Dance Science projects, such as research projects, consultancy and enterprise work; documenting processes, writing reports, developing methodologies/ workshops and general promotion of services (e.g., VIP visits, school visits, and other events that involve the Dance Science facilities and equipment).
- Assisting in the marketing and promotion of the department's activities (e.g., website, social media) and to assist the Programme Leaders in the marketing and promoting of the BSc, MSc and MFA Dance Science programmes (e.g., college and university talks).
- Attending Dance Science departmental meetings and where necessary other Committee meetings.
- Engaging with identified professional development or additional training, as relevant and available (e.g. First Aid, Anti-Racism, AdvanceHE Associate Fellowship).

- Working with the Lab Technicians to assist in:
  - the planning and delivery of Lab Skills workshops to students.
  - updating the Lab Skills handbook and online (Moodle) information, ensuring that all students using the lab and its equipment adhere to the appropriate guidelines and instructions.
  - the general maintenance and calibration of equipment in the lab.
  - regularly maintaining the IT hardware and software (e.g. cleaning and organizing folders/files on the shared area, liaising with IT as necessary).
  - managing the daily booking of equipment and lab space using the various electronic calendars as appropriate (e.g. Microsoft Office, Trinity Laban Moodle VLE, CELCAT).

### **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 Dance Science programmes 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.*

## PERSON SPECIFICATION: GRADUATE INTERNSHIP - DANCE SCIENCE

Criteria	Specification	E/D	Measured By
<b>Education/Qualifications</b>	BA, BSc, MSc or MFA in Dance Science or related field.	Essential	Application
<b>Experience</b>	Utilising lab equipment with human participants (e.g., fitness tests)	Essential	Application Interview
	Organising and managing schedules/timetables	Essential	Application
	Managing social media/digital platforms	Essential	Application Interview
	Using strength and conditioning, fitness and other training equipment effectively	Desirable	Application
	Supporting students in relevant learning and teaching contexts	Desirable	Application
<b>Knowledge or Understanding</b>	Dance Science and related fields (e.g., Biomechanics, Psychology, Physiology, Research Methods, Conditioning, etc.)	Essential	Application Interview
	An understanding of ethics in working with human participants in-person and digital contexts, including data confidentiality and digital security	Essential	Interview
<b>Skills and Abilities</b>	Strong verbal and written communication skills	Essential	Application Interview
	Good analytical problem solving and organisational skills, including the ability to prioritise and deal with change on a day-to-day basis	Essential	Interview
	Good digital skills and experience working with software such as Microsoft 365 (Word, Excel, PowerPoint, Outlook, Teams) and social media platforms such as Instagram and Facebook.	Essential	Interview
<b>Personal Qualities</b>	A commitment to the principles of equal opportunities & diversity, and the application of these throughout all activities	Essential	Interview
	Ability to act with initiative and take direction	Essential	Interview
	Excellent interpersonal and networking skills	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 (1.0FTE), fixed term for 11 months, (48 weeks) subject to a three-month probationary period.
<b>Hours:</b>	35 hours per week usually from 9.00 am to 5.00 pm Monday to Friday (with a daily lunch break of one hour). Occasional flexibility to shift hours to start earlier or finish later.
<b>Location:</b>	You will be based at the Faculty of Dance Building (Laban, Creekside) but may also be required to work at the Faculty of Music building (Trinity, King Charles Court, Old Royal Naval College).
<b>Salary:</b>	£11.44 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>Annual Leave:</b>	18 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, 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.
<b>Cycle to Work:</b>	A Cycle to Work Scheme is operated.
<b>Give as you earn:</b>	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 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 [www.trinitylaban.ac.uk](http://www.trinitylaban.ac.uk)