

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## Department Coordinator -Vocal

### Full-Time, Permanent

#### 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

## DEPARTMENT COORDINATOR – VOCAL

**Contract: Full-time, permanent**

**Salary: £25,735 - £29,200 p.a. including LWA, 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 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.

Department Coordinators provide organisational support to Heads of Department within the Faculty of Music, coordinating a busy programme of departmental and performance activities. Working closely with students, teaching staff, external artists and members of the management team, Department Coordinators support the successful delivery of classes, masterclasses, workshops and performances. The post holder will work in a team of five coordinators as part of the larger Music Administration Team, supporting the performance activities of the conservatoire as overseen by the Music Manager and Head of Music Planning.

The successful candidate will have strong administrative experience, outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload, sometimes working under pressure to meet deadlines. You will also have a real enthusiasm for music and for supporting the training of young aspiring professionals.

As an equal opportunities 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/>

**Closing Date: 23:59 hours BST, 25 October 2018 (No Agencies)**

**Interview Date: 5 November 2018**

For any queries about this position that are not covered in the job pack, please email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk) or contact Chloe Roper, People Services and Resourcing Officer on 0208 305 9476.

*All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City University, 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>	Department Coordinator – Vocal
<b>Department:</b>	Music Administration
<b>Reporting to:</b>	Assistant Music Manager
<b>Grade:</b>	5
<b>Contract:</b>	Full-time, permanent

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## PURPOSE OF ROLE

To provide organisational support to specified department(s) within the Music Faculty, assisting the relevant Head(s) of Department by coordinating a range of faculty activities. The post holder will work as part of the Faculty's Music Administration Team contributing to the activities of the Performance Department as required. This role involves liaison with students, teaching staff, external artists and members of the management.

## MAIN RESPONSIBILITIES

1. To work in close collaboration with the relevant Head(s) of Department in order to provide appropriate administrative support for their area, acting as a focus for enquiries, information and administrative aspects of their operation.
2. To assist the relevant Heads of Department with the organisation and day-to-day running of training in a range of areas such as:
  - Classes – their location, setting up and staffing arrangements.
  - Workshops/ Masterclasses – including arrangements for guest artists, student performers and accompanists.
  - Performances – the allocation of students to specific performance activities (ensembles, rehearsals, and concerts), score materials, programme and ticketing arrangements.
3. To be in attendance during designated performance events, ensuring their smooth running. (This may require some flexible working which can be reclaimed later as time off in lieu).
4. To assist with written and verbal communications to and from students, staff and others outside the institution.
5. To assist in monitoring and organising non-training aspects of departments such as:
  - Staff hours, cash budgets and their apportionment.
  - Minuting meetings.
  - Materials for concert programmes and internal publicity where necessary.
6. To work with Heads of Department and other colleagues on the planning and delivery of special projects, festivals and events (e.g. open days), project-managing some of these where appropriate.

7. To participate in staff development as required by the Conservatoire.
8. To work as part of the Faculty of Music administrative team, assisting with a range of items as directed by the Music Manager or Assistant Music Manager.

### **THE POST HOLDER MUST:**

1. At all times be committed to Trinity Laban's Equality and Diversity Policy.
2. Adhere to all policies and procedures relating to Health and Safety in the workplace.
3. 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.*

## **DEPARTMENT COORDINATOR – VOCAL**

## PERSON SPECIFICATION

Criteria	Specification	Essential /Desirable	Measured By
<b>Education/ Qualifications</b>	Degree-level (or equivalent) in music	Essential	Application
	Strong MS Office skills (including Word, Outlook, Excel, etc.)	Essential	Test
<b>Experience</b>	Administrative experience in the music or arts profession	Essential	Application
	Experience of planning musical events	Desirable	Interview
<b>Knowledge or Understanding</b>	A background in higher education administration	Desirable	Application
<b>Skills and Abilities</b>	Ability to work as part of a team	Essential	Interview
	Strong planning and organisational skills and the ability multi-task and prioritise own busy workload	Essential	Application
	Strong verbal and written communication skills	Essential	Test
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
	High-level processing skills, able to handle a wide-range of data relating to departments	Essential	Test
	Ability to work within a lively, open-plan office environment	Essential	Application
	Experience in dealing with students and professional musicians	Desirable	Application
<b>Personal Qualities</b>	Ability to take initiative within scope of responsibility	Essential	Interview
	Capable of working efficiently and effectively unsupervised under pressure to meet deadlines	Essential	Application
	Ability to handle a range of situations and negotiations diplomatically	Essential	Interview
<b>Special Working Requirements</b>	Availability to work later than normal finishing time (5.00 pm) and occasional weekend days as required	Essential	Interview
	Need to travel offsite to rehearsal and concert venues as required	Essential	Interview

*Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.*

## CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Permanent, Full-time, subject to a six-month probationary period.
<b>Hours:</b>	35 hours per week, normally 9am to 5pm, Monday to Friday but also evenings and occasional weekend work is required, for which time off in lieu will be offered under a flexible working arrangement.
<b>Location:</b>	You will be based at the Faculty of Music (King Charles Court, Old Royal Naval College), and very occasionally at other venues offsite.
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £25,735 - £29,200 p.a., inclusive of a London Weighting Allowance of £3,718. p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
<b>Holidays:</b>	25 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>	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 18% of pensionable salary.
<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 Old Royal Naval College and Blackheath Halls, 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>Childcare:</b>	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the People & OD Department.
<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 <https://www.trinitylaban.ac.uk/>