

TRINITY LABAN

Interim Graphic Design Manager maternity cover

Fixed term for approximately 12 months, 0.8 FTE

Contents

Page 2	<i>Advertisement</i>
Page 3	<i>Job Description</i>
Page 5	<i>Person Specification</i>
Page 7	<i>Conditions of Service Summary and Staff Benefits</i>
Page 8	<i>Information on Trinity Laban</i>

TRINITY LABAN

Interim Graphic Design Manager (mat cover)

Contract: Fixed term for approximately 12 months, 0.8 FTE

Salary: £35,064 - £41,433 p.a. pro rata (Including LWA)

We are seeking an exceptional graphic designer who can lead on the design and production of digital and printed materials for Trinity Laban over the next twelve months. Trinity Laban is striving to achieve excellence beyond tradition, creating a home for performing artists in which boundaries are pushed, collaborations are key, and artistic pioneers are made. We are a world-leading home for students from non-traditional backgrounds with a programme of activity that reaches out to all sections of society, centring the performing arts as a force for cultural and social progress.

The Graphic Design Manager sits at the heart of the small and busy Brand and Communications team. You will be expected to maintain a high standard of brand guardianship and produce materials across print and digital for the organisation, with particular focus on supporting the recruitment of students to our degree programmes. You will be an able communicator, used to working in a fast paced environment and developing close relationships with team colleagues to ensure excellence. We would expect you to draw on at least 4 years' experience in an in-house or similar role.

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 to your supporting statement, otherwise we will not be able to consider your application.

Closing Date: 23:59 hours BST, 06 August 2025 (No Agencies)

Interview Date: 13 August 2025

For any queries about this position that are not covered in the job pack, please email Katerina Filosofofoulou, Talent Resourcing and Organisational 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.

TRINITY LABAN

Job Description

Post:	Graphic Design Manager (maternity cover)
Department:	Brand & Communications
Reporting to:	Head of Brand & Communications
Grade:	Grade 6
Contract:	Fixed term for approximately 12 months, 0.8FTE

PURPOSE OF ROLE:

To design, develop and oversee production of a wide range of creative and engaging projects across print, digital and experiential mediums to support the achievement of our business objectives including:

- contributing to the design, layout and production of a wide range of materials, including key marketing publications and guides, digital and social media assets, and supporting key recruitment events both in the UK and internationally*
- upholding the integrity and differentiation of Trinity Laban's graphic and brand identity, working closely with the Head of Brand and Communications*
- provide design advice and support to academic departments seeking to produce their own student recruitment / event marketing materials*
- Asset management*

Main duties

- Create visual assets for marketing activities including print and digital ads, email, social media, web banners etc. ensuring these assets adhere to brand guidelines and deliver a consistent multi-channel experience to our customers.*
- Contribute to the design of corporate and marketing brochures for print or online – e.g. annual reports, strategies etc.*
- Actively contribute to the design and creative development of marketing campaigns, ensuring all design best practices are adopted and executed to high standards*
- Liaise with printers to seek competitive quotes to bring back to stakeholders and continue the production process in deciding on paper stocks, print finishes and schedules to manage print output to a high-quality and delivered on time.*
- Maintain seasonal performance marketing assets including large-format posters, programmes and slides for the digital screens. Managing the production and installation in time before season goes on public sale.*
- Manage multi-page print brochures including the Prospectus, Alumni newspaper and performance programmes. Project managing teams where required to steer clear briefs, collate print quotes, collect content, propose schedules and circulate drafts for amends. An understanding of preparing artwork for print is essential.*
- Maintaining brand consistency across the sites and visual environment including wayfinding signage, photo boards, reception areas. Working closely with the Facilities Team to access*

TRINITY LABAN

- protected areas and to ensure general good upkeep of branded public visuals.*
- *Researching physical products and branded merchandise suppliers to create artwork for items such as t-shirts, tablecloths, pull-up banners, pens, mugs, stickers, bags etc. Working closely with Deputy Head of Brand & Comms for quality-control and budgetary considerations.*
 - *Generate digital assets for social media including social ads and Instagram stories*
 - *Create, produce and re-touch images and logos to support campaigns and activity*
 - *Contribute to the production of creative briefs for photography/videography*
 - *Produce graphics/animations for use online and on-campus screens*
 - *Contribute to the maintenance of brand guidelines.*
 - *Schedule and undertake, as appropriate, other duties such as draw up specifications and other instructions to external printers and designers, prepare specifications for internal users of Graphic Design services to ensure the final product meets both the expectations and the quality requirements of Trinity Laban.*
 - *Support colleagues in the consistent application of brand guidelines.*
 - *Investigate and monitor new technological developments relating to graphic and digital design and recommend new equipment and software to assist in the delivery of a high-quality, low-cost design service.*
 - *Work with colleagues in the Brand and Communications team to receive and interpret design briefs from other departments within Trinity Laban from concept through to solution and produce artwork and final products which meet these requirements. Coordinate and prepare all design work for multi-channel using industry standard systems and software including Apple Mac technology, Adobe Photoshop, In-Design, Illustrator (as appropriate) and diagnostic software to maintain computer systems.*
 - *Receive deliveries of collateral to ensure quality check before delivery to internal colleague, department.*
 - *Provide a photography and video service as and when required and prepare, maintain and catalogue a library of images for use in design work.*
 - *Keep on top of current branding and design trends that may influence the work and vision of Trinity Laban.*

The Postholder must:

- *Be available to work evenings and weekends as necessary to attend events and performances*
- *Be prepared to spend at least 2 days per week on campus*
- *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.*

Offers of Employment

All provisional offers of employment are subject to proof of eligibility to work in the UK, verification of qualifications and satisfactory references.

If you are unsure of your right to work in the UK, you can use the GOV.UK visa checking tool to establish your eligibility and options relating to visas.

Please be aware that all visa routes have their own eligibility criteria and not all roles/applicants would be eligible for sponsorship under the Skilled Worker route.

Referees

References will not normally be taken up unless a provisional offer of employment is made. All offers of

TRINITY LABAN

employment are subject to the receipt satisfactory references covering current or most recent employment and the past three years of work.

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/>.

All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Trinity Laban has a no smoking policy on its premises.

Interim Graphic Design Manager (mat cover) Person Specification

Criteria	Specification	E/D	Measured By
Education / Qualifications	Degree or equivalent qualification in Graphic Design, Visual Communication, or a related field.	Essential	Application
	Professional certification in design software (e.g., Adobe Certified Expert) or project management (e.g., Agile, Prince2).	Desirable	Interview
Experience	Minimum 4–5 years of professional experience in graphic design	Essential	Application
	Proven track record of delivering creative projects from concept to completion across digital and print media.	Essential	Application
	Experience working collaboratively with cross-functional teams (e.g., marketing, communications, web development).	Essential	Application
	Familiarity with print production processes and digital asset management.	Essential	Application
	Experience working in education and/or arts and culture	Desirable	Application
Knowledge / Understanding	Strong understanding of branding, typography, layout, and visual storytelling	Essential	Interview
	Up-to-date knowledge of design trends, accessibility standards, and digital best practices.	Essential	Interview
Skills and Abilities	Advanced proficiency in Adobe Creative Suite (Photoshop, Illustrator, InDesign, XD) and other relevant design tools (e.g., Figma, Canva).	Essential	Application
	Strong project management skills: able to prioritize, meet deadlines, and manage multiple projects simultaneously.	Essential	Interview

TRINITY LABAN

	<i>Excellent communication and presentation skills, with the ability to explain design concepts to non-design stakeholders.</i>	<i>Essential</i>	<i>Interview</i>
<i>Personal Qualities</i>	<i>Creative, innovative, and detail oriented.</i>	<i>Essential</i>	<i>Interview</i>
	<i>Proactive and self-motivated, with a strong sense of ownership and accountability.</i>	<i>Essential</i>	<i>Interview</i>
	<i>Collaborative team player, open to feedback and committed to continuous learning and improvement.</i>	<i>Essential</i>	<i>Interview</i>
<i>Special Working Requirements</i>	<i>Willing to travel to site at least 2 days per week in line with Trinity Laban's hybrid working policy</i>	<i>Essential</i>	<i>Application</i>

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.

TRINITY LABAN

Conditions of Service Summary & Staff Benefits

Contract:	<i>Fixed term for approximately 12 months, 0.8 FTE</i>
Hours:	<i>28 hours per week, usually from 9.00 am to 5.00 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.</i>
Location:	<i>You will be based across the Conservatoire at the King Charles Court, Old Royal Naval College, Blackheath Halls (Lee Road, London) and Laban building, Creekside.</i>
Salary:	<i>Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 – 29, £35,064 - £41,433 p.a. pro rata., inclusive of a London Weighting Allowance of £4,259 p.a. pro rata. Salaries are paid on the last working day of each month direct into bank or building society accounts.</i>
Holidays:	<i>25 days pro rata, in addition to Statutory, Bank and Public Holidays</i>
Sick Pay:	<i>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.</i>
Pension Scheme:	<i>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 school pays the Employers contribution currently at the rate of 14.5% of pensionable salary</i>
Staff Development:	<i>A range of Staff Development opportunities are available.</i>
Library:	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
Car Parking:	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
Cafeteria:	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
Events:	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
Classes:	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
Eye Care:	<i>Vouchers for eye tests are available for VDU users.</i>

TRINITY LABAN

- 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

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 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 www.trinitylaban.ac.uk