

TRINITY LABAN

Project Manager- Children and Young People's Dance and Musical Theatre Part-Time (0.4 FTE), Fixed Term (1 year),

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TRINITY LABAN

Project Manager- Children and Young People's Dance and Musical Theatre

Contract: Part-time (0.4 FTE), Fixed term, August 2026- August 2027

Salary: £35,555- £42,013 p.a. pro rata (Including LWA)

Trinity Laban 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.

Join our committed and innovative team of professionals as part of the Children and Young People's Dance and Musical Theatre Programmes, taking a key role in the management of activities for children and young people.

You will be responsible for the operational delivery of designated activities, including Saturday classes in Dance and Musical theatre, performances and events.

The Project Manager will also organise the new programme of Musical Theatre classes for children and young people, with administrative support from the Programme Coordinator, and with oversight from the Programme Manager.

We are seeking a skilled and knowledgeable manager with excellent organisational and administrative skills, a real interest and passion for Dance and Musical Theatre, and enthusiasm for working with young people, parents/carers and Teachers/ Artists and commitment to widening participation in the art forms.

The role requires the ability to take initiative, lead a public-facing team on delivery days, take a pro-active approach to problem solving and have excellent communication skills. The role requires strong attention to detail including knowledge of Microsoft Office and data handling. Flexible working will be required with regular Saturday, and occasional evening, working during term time. A Disclosure and Barring Service check (DBS) is required for this role.

We positively encourage expressions of interest from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender identity and expression, religion or belief, marital status, or pregnancy and maternity. Trinity Laban is committed to equality and diversity. Disabled candidates and those from ethnically diverse backgrounds who meet the essential criteria for a role will be guaranteed an interview as they are underrepresented in our workforce.

Please note: This position involves working with children & young people and vulnerable adults therefore all appointments will be subject to an enhanced Disclosure & Barring Service check.

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, Sunday 14 June 2026 (No Agencies)

Interview Date: Wednesday 24 June 2026

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

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

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Job Description

Post:	Project Manager
Department:	Children and Young People's Dance
Reporting to:	Programme Manager
Grade:	6
Contract:	Part-Time (0.4 FTE), fixed term, August 2026 – August 2027

PURPOSE OF ROLE:

- The Project Manager will be responsible for the operational delivery of designated activities within the Children and Young People's Dance Programmes, including Saturday classes in dance and musical theatre, performances and events.
- The Project Manager will organise the programme of Musical Theatre classes for children and young people, with administrative support from the Programme Coordinator, and with oversight from the Programme Manager.
Flexible working will be required with frequent weekend work.

Main duties

1. Manage the operational delivery of all Saturday/ weekend Classes for Children and Young People in the Laban Building, working closely with the Programme Coordinator. This includes Dance and Musical Theatre classes. The role will include managing:
 - Weekly delivery logistics
 - Event and show day operational logistics and support
 - Scheduling space/ timetables
 - Communications with teachers, assistants and families
 - Customer experience
 - Oversight of fee payment, attendance and engagement

The role will be a

 - First Aider, including Youth Mental Health First Aid
 - Designated Safeguarding Officer
 - Fire Marshall
2. Organise and manage new Musical Theatre provision, with administrative support from the Programme Coordinator, and oversight from the Programme Manager.
3. Work closely with all members of the team to ensure cohesive administrative systems, programming, planning, delivery and evaluation of Children and Young People's Dance activities. Undertake tasks related to all aspects of the above for designated activities (planning, organising, evaluating etc).
4. Work effectively with Trinity Laban's "enabling" departments, Facilities, Reception, Finance,

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Scheduling, Brand and Communications, Events, Theatre and Production to deliver high quality programmes.

5. To work with the wider Children and Young People's Dance Programmes team on the strategic development of its activities.
6. Work with the Children and Young People's Music Programme team and across the Music and Dance departments as required to promote and develop cross Trinity Laban collaborative activities including links with the HE programmes.
7. To deputise when necessary for the Programme Manager and Head of Children and Young People's Dance as appropriate to the role's areas of responsibility. Carrying out any other duties which might reasonably be requested by the Head of department.
8. Ensure that all aspects of Trinity Laban's Children and Young People's Dance work is inclusive and offers equality of opportunity to participants.
9. To be familiar with and operate within all Trinity Laban policies, rules and regulations, including those relating to health and safety, equality and diversity and safeguarding.

The Postholder must:

- *Be available to work Saturdays 08.00-16.00 in term time.*
- *Be available to work occasional weekends/evenings as necessary for events and performances*
- *Hold a clear enhanced Disclosure and Baring Service check.*
- *At all times be committed to Trinity Laban's Equality and Diversity Policy.*

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 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.

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Project Manager- Children and Young People's Dance - Person Specification

Criteria	Specification	E/D	Measured By
Education/Qualifications	First Degree in Dance/Performing Arts or equivalent qualification	Essential	Application
Experience	Experience of dance/arts project management, organising and delivering successful dance, arts education or community dance programmes, including performances	Essential	Application& Interview
	Experience of working with young people	Essential	Application& Interview
	Experience of managing/ supervising others	Desirable	Application& Interview
	Excellent knowledge and interest in dance and musical theatre	Essential	Application& Interview
Knowledge or Understanding Skills and Abilities	Good understanding of high-quality teaching and learning, and the ability to evaluate and support dance artists and practitioners teaching young people.	Essential	Application& Interview
	Understanding of principles of inclusion, access and equality of opportunity in relation to dance and its role within education, community and training sectors.	Essential	Interview
	Understanding of issues relating to safeguarding, child protection, confidentiality, data protection and recording and storing of information.	Essential	Interview
	Excellent organisational skills	Essential	Interview & Task
	Sound IT skills including the ability to use databases and spreadsheets to manage projects of scale	Essential	Interview & Task
	Excellent interpersonal skills with the ability to form positive relationships with professionals, young people and their parents/carers	Essential	Interview
	Excellent verbal and written communication skills and ability to respond empathetically, calmly and diplomatically in challenging situations	Essential	Interview
	Ability to lead and work as part of teams	Essential	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.

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Conditions of Service Summary & Staff Benefits

Contract:	<i>Part-time (0.4 FTE), fixed-term (1 year), subject to a 3-month probationary period.</i>
Hours:	<i>14 hours per week, Friday and Saturdays. A daily lunch break of one hour. Flexible working is required with regular evening work and occasional weekend work. In term time (c.34 weeks) working hours are Fri 09.00-17.00, Sat 08.00-16.00 Out of term time (c.13 weeks): Fri 09.00-17.00 and one other date to be agreed.</i>
Location:	<i>You will be based at the Laban building, Creekside SE8 3DZ, but may also be required to work at the King Charles Court, Old Royal Naval college.</i>
Salary:	<i>Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £35,555 - £42,013 p.a. pro rata., inclusive of a London Weighting Allowance of £4,319 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 Conservatoire pays the Employer's 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>
Health:	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.</i>
Cycle to Work:	<i>A cycle to work scheme is operated</i>
Give as you earn:	<i>A give as you earn scheme is operated.</i>

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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