

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## **Production Manager - Transitions Dance Company & Technical Support**

**Permanent, Full-Time**

### **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

## **PRODUCTION MANAGER - TRANSITIONS DANCE COMPANY & TECHNICAL SUPPORT**

**Contract: Full time, permanent**

**Salary: £29,960 to £35,954 p.a. (Including LWA)**

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.

An opportunity has become available to work in this dynamic, creative and responsive environment. We are seeking an experienced Production Manager to lead on all technical aspects for 'Transitions Dance Company', and provide support for the Production Department's busy programme of performance activities in the Laban Theatre, and across our other venues.

Transitions Dance Company is a leading student training company, each year renowned choreographers and exceptional young dancers are brought together to create an exciting programme of new works. The company is respected for consistent quality and as the original conservatoire dance company, has been at the forefront of the explosive field of contemporary dance for over 35 years. Working closely with the Artistic Director and General Manager of the company, the post holder will lead the production process and will be responsible for the technical realisation and relight design whilst on tour. The role will include supervision and training of a Technical Graduate Intern. The tour features a triple bill of new choreographic work produced at the Laban Theatre, typically beginning in February and touring until June.

As a part of the Production Department, the role supports Trinity Laban's Music and Dance performance programmes, professional theatre programme, commercial events, and several community and participatory events. The Production Department provides technical guidance to students and staff and advice on lighting design and the staging of performance work, with opportunities to design and lead on performance projects. Crucial to the role is a commitment to providing a creative and positive learning environment, demonstrating best practice and contributing to users' understanding of production as an integral element of performance.

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, Sunday 09 December 2018 (No Agencies)**

**Interview Date: Tuesday 18 December 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>	Production Manager (Transitions Dance Company) & Technical Support
<b>Department:</b>	Production
<b>Reporting to:</b>	Head of Production and Technical Support
<b>Grade:</b>	Grade 6
<b>Contract:</b>	Full-Time, permanent

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## PURPOSE OF ROLE

To be responsible for the presentation of Transitions Dance Company while on tour in the UK and overseas, maintaining Trinity Laban's high production values and ensuring that Health and Safety regulations are met.

When not on tour or acting as the Production Manager, to be involved in the production department activities in supporting the Conservatoire's other academic and professional programmes. Primarily based in the Laban Theatre and working across our other venues and performance spaces, receiving and producing professional shows alongside supporting students' work from production to performance.

To take an active role in the training of two Technical Graduate Interns, with the supervision of one of these as part of touring duties.

## Key Responsibilities

### Transitions Dance Company:

- To take the lead on all aspects of the technical realisation and presentation of Transitions Dance Company's performance work, ensuring the smooth running of the production process and performances and Trinity Laban's high production values are maintained.
- To work closely with the Artistic Director and General Manager of the company to ensure both the artistic and educational needs of the tour are met.
- To plan, communicate, and implement production schedules and risk assessments, including fit up, technical/dress rehearsals, shows and strikes.
- To collate lighting plans in a timely manner prior to the company's production period, in communication with the lighting designers and hold responsibility for recreating the designs on tour.
- To lead a team of staff in the production process, ensuring the smooth running of technical operations, including rehearsals and performance, and to ensure safe systems of practice are adhered to.

- To liaise with touring performance venues and provide solutions for presenting the performance work, including drawing venue specific lighting and stage plans, scheduling and risk assessments.
- Whilst on tour ensuring that working methods employed by technical staff, students and local crew are safe and appropriate at all times, in accordance with Trinity Laban's policies and regulatory requirements
- Take responsibility for some tour finances, to include the hiring and driving of an appropriate vehicle as required whilst on tour.

### **In house Technical Support:**

- To support and assist Trinity Laban students, staff and visiting companies with the lighting design and technical requirements of their work.
- To work alongside freelance designers, directors, choreographers, interpreting their requirements and advising on safety and feasibility of their ideas to ensure the best value and high production standards throughout the production process.
- To assist with the technical management of performance related events, liaising with academic and administrative staff and ensuring communication between departments is up to date via emails, schedules and related paperwork
- To design and realise lighting for in house performance projects such as commissioned dance works, and musical theatre and opera performances.
- To work as part of the technical team and have active involvement in the set up and operation of technical equipment, including fit up, technical strikes, rigging and focusing equipment.
- To programme, operate and troubleshoot light, sound and video control desks and systems with speed and accuracy.
- To co-supervise and co-train the Technical Graduate Interns, one of whom will accompany the tour.
- To contribute to the planning and implementation of developments and advising on capital and resource requirements.
- To engage in the periodic inspection and maintenance of Trinity Laban's technical equipment; including PAT, holding particular responsibility for Transitions Dance touring equipment both in preparation for and during the tour.

**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*

## PERSON SPECIFICATION PRODUCTION MANAGER - TRANSITIONS DANCE COMPANY & TECHNICAL SUPPORT

Criteria	Specification	E/D	Measured By
<b>Education/ Qualifications</b>			
	Degree Qualification or equivalent in a related field	Desirable	Application
<b>Experience</b>			
	Technical management of touring small to mid-scale performance work	Essential	Application/interview
	Experience in lighting design for contemporary dance and or theatre / opera / or other performance work	Essential	Application/interview
	Working as part of a technical team with thorough hands on knowledge of running technical fit ups, rigging and focusing sessions, technical rehearsals, troubleshooting problems and adjusting schedules	Essential	Interview
	Programming and operation of lighting, sound and video equipment	Essential	Interview/test
	Experience of working with contemporary dance	Desirable	Application/interview
	Working in an educational environment, providing technical guidance and support for students	Desirable	Application/interview
<b>Knowledge or Understanding</b>			
	Current knowledge of Health and safety regulations and risk assessment in relation to theatres or other public venues (incl. COSHH, PEWER, LOLER)	Essential	Application/interview
	Good understanding of industry recognised manual handling procedures	Desirable	Interview
	Use of ETC Nomad, including set up, programming and operation	Desirable	Application/interview
	Use of QLab software, including set-up, programming, operation, and integration into a venue's sound system.	Desirable	Application/interview
<b>Skills and Abilities</b>			
	Lead a team of technical staff in operations such as fit ups, technical rehearsal and show operation	Essential	Application/interview
	Create and interpret plans, drawing and technical specifications	Essential	Application/interview
	Work using own initiative and make decisions	Essential	Interview/test
	Excellent interpersonal skills, with the ability to communicate and translate creative and technical ideas.	Essential	Interview
	Programme and operate a range of sound desks, including analogue and digital	Desirable	Application/interview
	Maintaining high standards of work in the event of any restrictions occurring in touring venues	Essential	Interview

Organisation of schedules and technical information for tour	Essential	Application/interview
<b>Personal Qualities</b>		
Ability to work under pressure to meet deadlines	Essential	Interview/test
Ability to take a lead and assume responsibility	Essential	Interview/test
A flexible approach to prioritising a demanding work load	Essential	Interview
Team player with ability to build strong working relationships	Essential	Interview
Able to work flexible hours to meet the demands of theatre and production schedules	Essential	Interview
An appropriate level of physical fitness to meet the demands of the role	Essential	Interview
<b>Special Working Requirements</b>		
Comfortable with regular work at height	Essential	Interview
A full UK Driving Licence	Essential	Application

*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>	Full-Time, permanent subject to a 6 month probationary period.
<b>Hours:</b>	35 hours, 1.0 FTE, Usually from 10.00 am to 6.00 pm Monday to Friday, (with a daily lunch break of one hour). Evening and weekend working will be required during busy periods, for which time off in lieu will be given.
<b>Location:</b>	You will be touring with the company between from February until the end of May. You will also be based at the Faculty of Dance (Laban building, Creekside) but may also be required to work at the Faculty of Music (King Charles Court, Old Royal Naval college).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 - 29, £29,960 - £35,954 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 Employers 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 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>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 [trinitylaban.ac.uk](http://trinitylaban.ac.uk)