

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Assistant Music Manager

Full-Time, Fixed Term (Maternity Cover)

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ASSISTANT MUSIC MANAGER

Contract: Full-Time, Fixed-Term (Maternity Cover) to March 2020

Salary: £29,960-£35,954p.a., pro-rata, 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 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.

The Assistant Music Manager holds a key role within the Performance team, providing direction and coordination to the team of administrators dealing with the various departments within the Faculty. The role combines personnel responsibilities with event management as well as liaising with a range of internal and external people. This is a demanding and varied position and the post-holder will contribute significantly to the conservatoire's public image, as well as ensuring various departmental and performance activities run smoothly and professionally.

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, 24 January 2019 (No Agencies)

Interview Date: 4 February 2019

For any queries about this position that are not covered in the job pack, please email 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

Post:	Assistant Music Manager
Department:	Music Faculty
Responsible to:	Head of Music Planning
Staff Responsibility for:	Department Coordinators
Grade:	6
Contract:	Full-Time, fixed-term maternity cover (until March 2020)

PURPOSE OF ROLE

Overview:

This post provides direction and coordination to the team of administrators dealing with the various departments within the Faculty. The role combines personnel responsibilities with event management as well as liaising with a range of internal and external personnel.

Duties

1. To oversee the provision of administrative support for Heads of Department through the Departmental Coordinators (DCs), assisting and supporting DCs in their roles through line management and performance monitoring.
2. To act as coordinator for specific departments if required, organising departmental classes, masterclasses and day-to-day matters for the Head(s) of Department and dealing with associated students, staff and visitors as appropriate.
3. To administer the registration and monitoring of chamber music and accompaniment provision at TL, working with Chamber Music Coordinators as required.
4. To liaise with Heads of Department, Head of Music Planning and Orchestra Manager in allocating student personnel to specific performance projects.
5. To produce rehearsal schedules for allocated performance projects, order and distribute music, communicating key information effectively to students, conductors, agents, soloists, processing contracts and invoices as required.
6. To book and liaise with sectional coaches for performances projects (both internal and external professors) and fix and liaise with professional deps as required.
7. To liaise regularly with the Faculty's performance operations staff, ensuring a good shared understanding with regards personnel, instrumentation, scheduling and venue logistics for performance projects.

8. To liaise with the Conservatoire's learning & participation, marketing, registry, sound recording and development colleagues, ensuring effective planning and communication for rehearsals and performances for which you are responsible.
9. To attend and oversee specific ensemble rehearsals and concerts as appropriate, monitoring attendance and dealing with any issues which may arise, carrying out a monitoring and evaluation process whenever possible.
10. To deputise for the Head of Music Planning, and Performance Operations colleagues as required (including meetings, platform and set-up arrangements for rehearsals).
11. To undertake other administrative duties as part of the music administration team, supporting colleagues where necessary.
12. This role requires regular evening and occasional weekend working which will be compensated by time off in lieu under a flexible arrangement.

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.

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.

ASSISTANT MUSIC MANAGER PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	Degree-level (or equivalent) in music	Essential	Application
	Strong MS Office skills (including Word, Outlook, Excel, etc.)	Essential	Test
Experience	Significant administrative experience in the music or arts profession	Essential	Application
	Experience of scheduling and planning musical events	Desirable	Interview
Knowledge or Understanding	Good working knowledge of orchestras, orchestral instruments and the practicalities of rehearsing and performing	Essential	Test
	A background in higher education administration	Desirable	Application
Skills and Abilities	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
	Experience in dealing with students and professional musicians	Desirable	Application
	Line Management experience	Desirable	Application
Personal Qualities	Ability to handle difficult situations diplomatically	Essential	Interview
	Capable of working efficiently and effectively unsupervised under pressure to meet deadlines	Essential	Application
Special Working Requirements	Availability to work later than normal finishing time (5.00 pm) on certain regular weeknights	Essential	Interview
	Need to travel offsite to rehearsal and concert venues	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

Contract:	Full-time, fixed-term Maternity Cover until March 2020, subject to a six-month probationary period.
Hours:	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.
Location:	You will be based at the Faculty of Music (King Charles Court, Old Royal Naval College), but will also be required to work at Blackheath Halls (Lee Road, London) and other venues offsite.
Salary:	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.
Holidays:	25 days in addition to Statutory, Bank and Public Holidays.
Sick Pay:	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.
Pension Scheme:	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.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Old Royal Naval College and Blackheath Halls, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the People & OD Department.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	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 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 <https://www.trinitylaban.ac.uk/>