

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

GRADUATE INTERNSHIPS LEARNING AND PARTICIPATION (MUSIC): A. Community & Professional Development B. Schools, Children and Young People C. Junior Trinity

Full-time, fixed-term for 11 months (47 weeks)

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INTERNSHIPS- LEARNING AND PARTICIPATION (MUSIC)

A. Community & Professional Development

B. Schools, Children & Young People

C. Junior Trinity

GENERAL INFORMATION FOR ALL POSTS

Contract: Full-time, fixed-term for 11 Months (47 weeks)

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.

We are offering an excellent training opportunity for three graduates interested in starting a career in arts administration and project management. You will provide day-to-day administrative support to the Learning & Participation (Music) department, primarily in the areas of music education, participatory arts projects and related training. The individual Job Descriptions detail the specific contexts for each post.

Knowledge of music and interest in the arts is essential. You should have excellent organisational skills, a willingness to learn, the ability to work as part of a team, and be able to demonstrate initiative.

For the Community & Professional Development (A) and Schools, Children & Young People (B) internships, occasional evening and weekend work is required. For the Junior Trinity (C) internship, the working week runs from Tuesday – Saturday during term time, as well as including occasional evening duties for concerts and events. For all posts, you will be required undertake a Disclosure and Barring Service check (DBS), that shows you are not on the barred list of individuals who are unsuitable for working with children.

Salary: £7.70 - £8.21 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.

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: Monday 24th June 2019 at 23:59 hours BST (No Agencies)

Interviews: Wednesday 10 and Friday 12 July 2019

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Katerina Filosofopoulou, People Services and Resourcing Officer on 0208 305 9476.

CVs will not be accepted unless accompanied by a completed application form.

JOB DESCRIPTION: COMMUNITY & PROFESSIONAL DEVELOPMENT INTERN (A)

Post: Intern – Learning & Participation (Music), Community & Professional Development

Department: Community & Professional Development, Learning & Participation (Music)

Reporting to: Head of Community & Professional Development (Music)

Contract: Full-time, fixed-term for 11 Months (47 weeks), start date Sept 2019

PURPOSE OF ROLE

The Intern will assist Learning & Participation (Music) department in the management and delivery of a range of participatory music projects and related training. The Intern will be involved in planning, organisation, day-to-day administration, monitoring and evaluation of projects and programme.

This Internship focuses on community & professional development, and will involve working on the following projects and programmes:

- Inspired Not Tired, our participatory music and dance programme of work with older people in Lewisham
- Super Sonics – training workshops in schools led by Trinity Laban students.
- Summer Schools
- ‘Concert and a Cuppa’ – pre concert talks for the local community led by Trinity Laban students
- The Teaching Musician – an accredited postgraduate training programme for music educators
- Certificate: The Practice of Music Making – online programme for non-professional musicians with a week-long Residential held at Easter
- Other one off professional development and / or training events and adult learning activities

MAIN DUTIES

1. Assisting in the pre-planning and delivery of Learning and Participation (Music) courses, performances, events, workshops, music training & professional development programming.
2. Assisting team members through general computer based administrative tasks including data entry, letter writing and database maintenance.
3. Supporting the administration across professional development, summer schools, adult learning and other projects including taking enquiries, producing and distributing marketing materials, collecting and processing bookings, checking and maintaining registers, contacting participants as needed, monitoring and gathering feedback.

4. Practical planning and support for activities and events as required, e.g. booking venues, moving instruments and equipment, compiling plans and schedules, arranging meetings and 'on the day' event management.
5. Acting as a point of contact for enquiries from participants, parents of participants, schools, members of the public, professional musicians, partner organisations and other Trinity Laban staff.
6. Administering financial systems in liaison with the Finance Department as required.
7. Assisting in the monitoring and evaluation of activities.
8. Attending/observing courses, events, workshops, performances and meetings in order to feedback and inform future planning.
9. Attending Department meetings to participate in decision-making and forward strategy.

Other

10. To carry out any other duties which might reasonably be requested by the Learning and Participation (Music) Team.

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.

JOB DESCRIPTION: SCHOOLS, CHILDREN & YOUNG PEOPLE INTERN (B)

Post:	Intern – Learning & Participation (Music): Schools, Children and Young People
Department:	Children & Young People’s Programmes, Learning & Participation (Music)
Reporting to:	Widening Participation Manager (Music)
Contract:	Full-time, fixed-term for 11 Months (47 weeks), start date Sept 2019

PURPOSE OF ROLE

The Intern will assist Learning & Participation (Music) team members in the management and delivery of a range of participatory music projects and related training. The Intern will be involved in planning, organisation, day-to-day administration, monitoring and evaluation of projects and programme.

This Internship focuses on the programme of work for schools, children and young people delivered by the L&P department in the music faculty, and will involve working on the following projects and programmes:

- Schools’ Concert Series for Key Stages 1 – 5 – a series of concerts by Trinity Laban students for school groups
- Partnership schools programme – a series of workshops and activities in schools from partner boroughs of Lambeth, Lewisham, Greenwich and Southwark
- Animate Orchestra courses – Creative orchestral courses for young people out of school time
- Lewisham Live Projects – a series of projects and events collaborating with the dance faculty and local arts organisations
- Super Sonics – training workshops in schools for Trinity Laban students.
- Summer Schools
- Musical Theatre Tour – a tour to local schools of a production of a musical theatre show
- Other one off events for schools, children and young people

MAIN DUTIES

1. Assisting in the pre-planning and delivery of Learning and Participation (Music) courses, performances, events, workshops, training & programming.
2. Assisting team members through general computer based administrative tasks including data entry, letter writing, and database maintenance.
3. Supporting the administration across the schools children and young people programme including taking enquiries, producing and distributing marketing materials, collecting and processing bookings, updating website copy, checking and maintaining registers, contacting participants as needed, monitoring and gathering feedback.

4. Practical planning and support for activities and events as required, e.g. booking venues, moving instruments and equipment, compiling plans and schedules, arranging meetings and 'on the day' event management.
5. Acting as a point of contact for enquiries from participants, parents of participants, schools, members of the public, professional musicians, partner organisations and other Trinity Laban staff.
6. Administering financial systems in liaison with the Finance Department as required.
7. Assisting in the monitoring and evaluation of activities.
8. Attending/observing courses, events, workshops, performances and meetings in order to feedback and inform future planning.
9. Attending Department meetings to participate in decision making and forward strategy.

Other

10. To carry out any other duties which might reasonably be requested by the Learning and Participation (Music) Team.

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;

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JOB DESCRIPTION: JUNIOR TRINITY INTERN (C)

Post:	Junior Trinity Graduate Internship
Department:	Children & Young People's Programmes: Junior Trinity
Reporting to:	Junior Trinity Programme Manager
Contract:	Full-time, fixed-term for 11 Months (47 weeks), start date Sept 2019

PURPOSE OF ROLE

The Intern will assist Learning & Participation (Music) team in the management of Junior Trinity, Trinity Laban's Saturday programme for over 400 young musicians aged 3 - 19. The Intern will be involved in the planning, organisation, day-to-day management and implementation of the Junior Trinity programme.

Established in 1906, Junior Trinity is the oldest junior department of a UK conservatoire. It includes the following programmes:

- **Band Time and String Time:** Junior Trinity's programmes for children aged 3 – 11, encouraging young players to embark on their musical journey through ensemble performance and creative learning.
- **Main Programme:** Taught over 30 teaching-weeks in each year, Min Programme students receive individual instrumental and ensemble tuition and musicianship, and take part in choirs, large and small ensembles. It also includes a programme of concerts, workshops and masterclasses throughout the year.
- **GCSE and A Level:** Our Main Programme students have the opportunity to follow a series of one and two year academic courses leading to GCSE and A-Level qualifications in Music and Music Technology
- **Distance Learning Music A-Level:** Junior Trinity's Distance Learning A-Level programme acts as a stepping-stone to higher education in music for those who are unable to find a suitable opportunity to study the subject at their local school or college, delivering A Level education to students throughout the UK and further afield

MAIN DUTIES

1. Assisting in the planning of Junior Trinity's busy Saturday programme on a weekly basis.
2. Supporting the team's administrative work through concert management tasks, organising student reviews, applications and auditions in liaison with the Head of Children's and Young People's Programmes and Junior Trinity Programme Manager.
3. Assisting team members through general computer-based administrative tasks including timetabling, scheduling, concerts and events management, and exams administration.
4. Concert managing one concert within the internship.

5. Assisting in stage management, orchestra management and concerts management, including venue liaison with leading concert venues.
6. Acting as a first point of contact for enquiries from students and parents, Junior Trinity teachers and external partner organisations.
7. Administering financial systems in liaison with the Finance Department as required.
8. Assisting in the monitoring and evaluation of activities.
9. Assisting a crew of student casual workers on Saturday to maintain efficient implementation of the Junior Trinity timetable.
10. Attending/observing courses, events, workshops, performances and meetings in order to feedback and inform future planning.
11. Attending Department meetings to participate in decision-making and forward strategy.

Other

12. To carry out any other duties which might reasonably be requested by the Learning & Participation (Music) department.

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:

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INTERNSHIPS - LEARNING AND PARTICIPATION (MUSIC) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	Degree-level study <u>or</u> equivalent experience (For the Junior Trinity role this will need to be a music degree or equivalent).	Essential	Application & Interview
Knowledge or Understanding	Broad interest in and understanding of a range of musical genres	Desirable	Application & Interview
	Understanding of the role the arts can play in the lives and learning of people from diverse backgrounds	Desirable	Interview
	For Junior Trinity role <u>only</u> : Proficiency in musical-score reading and detailed knowledge of musical instruments and ensemble repertoire	Essential	Application & Interview
Skills and Abilities	MS Office skills or practical experience of other comparable software packages	Essential	Written Test
	Planning and organisational skills including the ability to prioritise a busy workload, work efficiently and effectively under pressure and to meet deadlines	Essential	Written Test & Interview
	Good verbal and written communication skills (to communicate with internal and external customers/staff at all levels)	Essential	Application, Interview & Written Test
	Ability to work as part of a team	Essential	Interview
	Ability to work using own initiative	Essential	Interview
	Ability to respond empathetically, calmly and diplomatically in challenging situations	Desirable	Interview
	Good analytical and problem solving skills (a proactive approach to problem solving)	Desirable	Written Test
Personal Qualities	A flexible approach to work and willingness to learn	Essential	Interview
	Reliable and conscientious	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Application & Interview
Special Working Requirements	Willingness to work occasional evenings and weekends (NB. For the Junior Trinity post, Saturday work is required throughout the academic year)	Essential	Application
	A Disclosure and Barring Service check will be required	Essential	Can be applied for after offer

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 for 11 months (47 weeks), subject to 3-month probationary period and a DBS check that shows you are not on the barred list of individuals who are unsuitable for working with children.
Hours:	<p><i>Community & Professional Development and Schools, Children & Young People roles:</i> 35 hours per week, usually 9.00 to 17.00, Monday to Friday with a daily lunch break of one hour. Flexible working will be required with occasional evening and weekend work. Where this applies a time off in lieu policy applies.</p> <p><i>Junior Trinity role:</i> 35 hours per week, usually 9.00 to 17.00, Tuesday – Saturday with a daily lunch break of one hour. Flexible working will be required with occasional evening work. Where this applies, a time-off in lieu policy applies.</p>
Location:	You will be based at the Faculty of Music in Greenwich (King Charles Court, Old Royal Naval College) but may also be required to work at the Faculty of Dance in Deptford (Laban Building, Creekside).
Salary:	Salary: £7.70 - £8.21 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.
Annual Leave:	18 days, in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
Sick Pay:	Trinity Laban Conservatoire of Music and Dance operates the Statutory Sick Pay Scheme.
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 Faculty of Dance, Laban Building subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks snacks.
Classes:	Reduced rates access to Adult Classes.
Events:	There are a wide range of music and dance performances each week, many of which are free to members of staff.
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.

ABOUT THE LEARNING & PARTICIPATION (MUSIC) DEPARTMENT

Each year, Trinity Laban Conservatoire of Music and Dance (Trinity Laban) delivers over 5,000 sessions of music and dance activity for children and young people, with around 8,000 participants. A further 2,000 people of all ages sing, play, and dance, perform, create and share their enjoyment of music and dance through our wider cultural programming. Hundreds of artists and teachers and others involved in participatory arts benefit from professional development support and we work strategically with a wide range of partners, including local authorities, government agencies, arts organisations, schools and community groups, to increase access to excellent music and dance.

The Learning & Participation (Music) programme is managed across three sub-teams, based at the Faculty of Music site in the Old Royal Naval College, Greenwich. Each sub-team has their own areas of focus and projects within the programme.

WHERE HAVE OUR PREVIOUS INTERNS GO ON TO WORK?

The Learning & Participation Internship programme provides a rounded training experience and solid foundation for a future career in arts administration and project management. We are proud that all our previous Learning & Participation team interns have gone on to secure employment within the sector for a variety of established and well respected organisations which include the BBC Proms, London Philharmonic Orchestra, Britten Sinfonia, London Symphony Orchestra, Roundhouse, English Folk Dance and Song Society, Music for Youth, Southbank Sinfonia and Royal Philharmonic Society, and some who have gained longer-term employment with Trinity Laban itself.