

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

Departmental Coordinator Musical Theatre Department

(Full Time-Fixed Term, Maternity Cover)

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Departmental Coordinator : Musical Theatre

Contract: Full-time, Fixed Term, Maternity Cover

Salary: £29,293-£32,914 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 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 Musical Theatre Department seeks to appoint a suitably qualified candidate to provide organisational support to the musical theatre department, assisting the relevant Programme Leaders by coordinating a range of faculty activities.

The successful candidate will represent an important addition to expertise in Musical Theatre and will join us at a time of demonstrable growth to, and increasing recognition of, the learning opportunities provided by the Department of Musical Theatre.

Educated to at least degree-level (or professional equivalent), you will have proven administrative experience, understanding and interest in musical theatre, outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload, within a highly creative environment.

Normal working hours are 35 hours per week (with a daily lunch break of one hour) usually from 9.00 am – 5.00 pm Monday to Friday. Some evening and weekend working required across the year.

As an equal opportunity employer, we positively encourage applications 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.

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.

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: Sunday 21st July 2024 23.59 BST, (No agencies)

Interviews: w/c 29th July 2024

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

JOB DESCRIPTION

Post:	Department Coordinator – Musical Theatre (Mat Cover)
Department:	Musial Theatre
Reporting to:	Head of Musical Theatre
Grade:	5
Contract:	Full-time, fixed-term Maternity Cover to September 2024 - October 2025

PURPOSE OF ROLE

To provide organisational support to the musical theatre department within the Music Faculty, assisting the relevant Programme Leaders by coordinating a range of faculty activities. The post holder will work as part of the Faculty's Music Administration Team, contributing to the activities of the Musical Theatre Department as required. This role involves liaison with students, teaching staff, external artists and members of the management.

MAIN RESPONSIBILITIES

To work in close collaboration with the relevant Head(s) of Department in order to provide appropriate administrative support for their area, acting as a focus for enquiries, information and administrative aspects of their operation.

To assist the relevant Programme Leaders with the organisation and day-to-day running of training in a range of areas such as:

- Classes – their location, setting up and staffing arrangements.
- Workshops/ Masterclasses – including arrangements for guest artists, student performers and accompanists.
- Performances – the allocation of students to specific performance activities (ensembles, rehearsals, and concerts), score materials, programme and ticketing arrangements.

To be in attendance during designated performance events, ensuring their smooth running. (This may require some flexible working which can be reclaimed later as time off in lieu).

To assist with written and verbal communications to and from students, staff and others outside the institution.

To assist in monitoring and organising non-training aspects of departments such as:

- Staff hours, cash budgets and their apportionment.
- Minuting meetings.
- Materials for performance programmes and internal publicity where necessary.

To work with Programme Leaders and other colleagues on the planning and delivery of special projects, festivals and events (e.g. open days), project-managing some of these where appropriate.

To participate in staff development as required by the Conservatoire.

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.

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 Conservatoire wherever possible.

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.

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/governance/our-vision>

Please note that Trinity Laban has a no smoking policy on its premises.

DEPARTMENT COORDINATOR – MUSICAL THEATRE (MATERNITY COVER) PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	Degree-level (or equivalent) in music or musical theatre	Essential	Application
Experience	Significant administrative experience in the music or arts profession (especially Musical Theatre)	Essential	Application & Interview
	Experience in multi-tasking and managing your own workload	Essential	Interview task
	A background in higher education administration	Essential	Application
	Experience in dealing with students and professional industry practitioners	Essential	Application and interview
Knowledge or Understanding	Good working knowledge of musical theatre industry, genres and repertoire	Essential	Interview
Skills and Abilities	Strong verbal and written communication skills	Essential	Interview task
	Excellent IT skills – Microsoft Office and Outlook	Essential	application
	Strong planning and organisational skills and the ability to prioritise a busy workload	Essential	Interview task
Personal Qualities	Capable of working quickly, efficiently and effectively unsupervised under pressure to meet deadlines	Essential	interview
	Ability to handle a range of situations and negotiations diplomatically	Essential	Interview
	High-level processing skills, able to handle a wide-range of data relating to departments	Desirable	Application
Special Working Requirements	Requirement to work flexibly in the evening during specific events and busy periods	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.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full time, fixed-term, Maternity Cover September 2024-October 2025, 6-month probation period.
Hours:	Normal working hours are 35 hours per week(1.0FTE), with a daily lunch break of one hour, usually from 9.00 am – 5.00 pm Monday to Friday. Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.
Location:	You will be based at the Laurie Grove but will also be required to work all other sites on occasion that include Faculty of Music's building, King Charles Court, Old Royal Naval College, Greenwich, The Laban Building in Deptford and Blackheath Halls.
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £29,293- £32,914 p.a., inclusive of a London Weighting Allowance of £4,155 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, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 14.5% of pensionable salary.
Learning & 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 Laban and KCC sites, 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:	Free yoga and Pilates classes as well as reduced rates access to Adult Classes.
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.

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 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 www.trinitylaban.ac.uk