

# TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

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## PROJECTS MANAGER Learning and Participation (Dance)

**(Part-time, Permanent)**

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## PROJECTS MANAGER

### Learning and Participation (Dance)

**Salary: £27,456 - £32,948 p.a. (pro-rata)**  
**Permanent / Part-Time: 0.6 FTE (3 days per week)**  
**Start date: Monday 4 November (or as soon as possible)**

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.

We are seeking to appoint an experienced Projects Manager to join a committed and innovative team of dance professionals. This post, one of three Project Managers in the Learning and Participation (Dance) programme, offers an exciting opportunity to work in a high profile dance organisation, as part of a supportive team all committed to the value of dance in education and the community.

The Projects Managers are responsible for the administration, co-ordination and management of a range of projects and activities across youth, disability, community and school sectors. In addition they have a vital role contributing to the strategic planning of the Learning and Participation (Dance) at Laban, Faculty of Dance.

We are looking for a self-motivated, highly organised and experienced individual who has a real interest and understanding of the contemporary dance sector and commitment to working with people of all ages and backgrounds.

The role requires the ability to take initiative and excellent communication skills.

Flexible working will be required and a DBS check.

For an information pack and application form, please go to the Job Opportunities page of our website at <http://www.trinitylaban.ac.uk/job-opportunities/vacancies> or contact: Paula Emms, HR Officer, on 020 8305 9476 or email [staffrecruitment@trinitylaban.ac.uk](mailto:staffrecruitment@trinitylaban.ac.uk)

**Closing date for applications: 12 Noon, Monday 7<sup>th</sup> October 2013**

**Interviews: Thursday, 17<sup>th</sup> October 2013**

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

**Trinity Laban Conservatoire of Music and Dance is committed to equal opportunities and diversity.**

City University London validates Trinity Laban's postgraduate diploma and degree programmes across music and dance, including the Research Degree Programme. Within the validation partnership Trinity Laban is responsible for the delivery and management of the provision and City University for assuring the quality and standards of the programmes.

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>	<b>Projects Manager – Learning and Participation (Dance)</b>
<b>Department:</b>	Learning and Participation (Dance)
<b>Responsible to:</b>	Head of Learning and Participation (Dance)
<b>Staff Responsibility for:</b>	None
<b>Salary Grade:</b>	6
<b>Contract:</b>	Permanent, Part-time (0.6 FTE)

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## PURPOSE OF THE POST

The Projects Manager will be responsible for the overall administration, co-ordination and management of designated projects and activities such as youth, disability, health, community and schools projects and open days.

The Projects Manager will work closely with all members of the team.

Flexible working will be required with some evening and week-end work as needed.

## MAIN RESPONSIBILITIES

- To contribute to the research and planning of Learning and Participation (Dance) activities
- To take responsibility for the overall administration, co-ordination and management, of designated projects and activities such as youth, disability, community, schools projects and open days.
- To work closely with all members of the Learning and Participation (Dance) team to ensure cohesive administrative systems, programming, planning and delivery of Learning and Participation (Dance) activities
- To administer financial systems for the Learning and Participation (Dance) cost centre in liaison with the Finance Department
- To organise the production and distribution of Learning and Participation (Dance) publicity materials in liaison with the Marketing Department
- To organise and supervise young people on placement from schools and colleges
- To be responsible for the monitoring and evaluation of designated Learning and Participation (Dance) activities
- To liaise with local schools, community/voluntary groups and arts and education agencies
- To work with the Development Department in fundraising for Learning and Participation (Dance) activities
- To contribute to the organisation of education and community projects involving Trinity

Laban students

- To liaise with the General Manager -Transitions Dance Company related to Transitions Dance Company's educational work as required
- To work with the Learning and Participation (Dance) team on the strategic development of its activities
- To deputise when necessary for the Head of Learning and Participation (Dance) as appropriate to the role's areas of responsibility
- To carry out any other duties which might reasonably be requested by the Head of Learning and Participation (Dance).

### **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.

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.*

## PROJECTS MANAGER

### Learning and Participation (Dance)

## PERSON SPECIFICATION

*(Order of rating: Essential, Desirable)*

### EDUCATION/QUALIFICATIONS

First Degree in Dance/Performing Arts or equivalent qualification Essential

### EXPERIENCE

Experience of dance/arts project management Essential

Experience of devising and delivering successful dance, arts education or community dance projects/activities Essential

Experience of budgeting/financial management, fundraising and marketing Essential

### KNOWLEDGE / UNDERSTANDING OF

Very good knowledge and interest in contemporary dance Essential

Clear understanding of the school curriculum and the way schools work Essential

Excellent knowledge of current developments within the dance education and community sector Essential

Understanding of equal opportunities issues as related to dance and its role within education and community sectors Essential

Understanding of quality assurance, monitoring and evaluations systems Essential

### SKILLS

A strong attention to detail (a high level of accuracy) Essential

Good analytical and problem solving skills (a proactive approach to problem solving) Essential

Strong MS Office skills and the ability to work with a database and administer financial systems Essential

Strong planning and organisational skills including the ability to prioritise a busy workload Essential

Strong verbal and written communication skills with the ability to form positive relationships with professionals and members of the public of diverse age and background. Essential

Excellent interpersonal skills (an approachable manner) with the ability to work as part of and lead teams Essential

Ability to work using own initiative Essential

Able to work efficiently and effectively under pressure to meet deadlines Essential

Ability to respond empathetically, calmly and diplomatically in challenging situations Essential

### PERSONAL QUALITIES

A flexible and conscientious approach to work Essential

A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities Essential

Commitment to continuing service quality improvement Essential

An awareness of the issues relating to data confidentiality and the ability to apply these Essential

### SPECIAL WORKING REQUIREMENTS

Flexible working will be required with occasional evenings and Saturday working. Essential

DBS check Essential

## PROJECTS MANAGER Learning and Participation (Dance)

### CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

<b>Contract:</b>	Permanent, subject to a six-month probationary period.
<b>Hours:</b>	21 hours per week (0.6 FTE), flexible working will be required, with occasional evenings and Saturday working.
<b>Location:</b>	You will be based at the Faculty of Dance in Deptford (Laban Building, Creekside), but may also be required to work at the Faculty of Music in Greenwich (King Charles Court, Old Royal Naval College).
<b>Salary:</b>	Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 – 29, £16,473.60 - £19,768.80 p.a. (£27,456 - £32,948, p.a. pro-rata) inclusive of a London Weighting Allowance of £2,044.20 p.a. (£3,407 p.a.pro-rata).
<b>Holidays:</b>	15 days (25 days pro-rata) in addition to Statutory, Bank and Public Holidays.
<b>Pension Scheme:</b>	The successful candidate will be eligible to join the Universities Superannuation Scheme. Employees contribute at the rate of 6.5% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 16% of pensionable salary.
<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>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 faculties serve a range of hot and cold drinks and snacks.
<b>Events:</b>	There are a wide range of music and dance performances each week, many of which are free to members of staff.
<b>Childcare:</b>	Trinity Laban operates a childcare voucher scheme. Details are available on request from the HR Department.
<b>Staff Development:</b>	A range of Staff Development opportunities are available.
<b>Classes:</b>	Reduced rates access to Adult Classes
<b>Health:</b>	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

**Applicants for this role 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.**

## **INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE**

In 2005, Laban joined nearby Trinity College of Music to form Trinity Laban Conservatoire of Music and Dance. The pairing of these two leading organisations has created a diverse community of performers, choreographers, composers, designers, teachers, researchers and writers. As the traditional divisions between art forms blur, Trinity Laban provides its students with unique collaborative opportunities in an environment of creative and technical excellence. Trinity Laban is the UK's only conservatoire of music and dance. We have students from over 40 countries studying together in a diverse, supportive international community, and our range of Foundation, Undergraduate, Postgraduate and One-Year Programmes are taught by world-renowned professionals. We encourage our students to explore the ever-evolving art forms of music and dance, and provide the real-world skills they need to become the artistic leaders of the future.

The Conservatoire runs a vibrant programme of performances and festivals as well as ground breaking education, community and social-inclusion schemes.

### **FACULTY OF DANCE**

Trinity Laban is one of Europe's leading centres for the training of professional contemporary dance artists, attracting students from around the globe.

We have the largest team of specialist contemporary dance teachers in the world as well as exceptional facilities. Our state-of-the-art building won the UK's highest architectural award - the RIBA Stirling Prize for 'Building of the Year' - and recently topped The Daily Telegraph's list of the most inspiring buildings in Britain.

We are training the leading dance artists of tomorrow - we provide our students with the best artistic training and the skills they need to succeed in the professional world. Trinity Laban was the highest ranked dance institution in the Guardian Higher Education/University League Tables 2011.

### **FACULTY OF MUSIC**

Located in the beautiful Wren designed King Charles Court at the Old Royal Naval College in Greenwich, Trinity Laban's Music Faculty is one of the UK's leading centres for the training of professional musicians. It is a creative and cosmopolitan community of performers, composers, teachers and researchers.

Thank you for the interest that you have expressed in working for Trinity Laban. We wish you success with your application.