

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

DEPARTMENTAL COORDINATOR (MUSIC) (Full-time, Permanent)

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DEPARTMENTAL COORDINATOR (MUSIC)

Contract: Full-time, Permanent

Salary: £ 24,291 - £27,567 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 Faculty of Music accounts for around 600 of the higher education (HE) students within Trinity Laban and delivers programmes of study for students from pre-degree to doctoral levels through an innovative combination of individual, small group, ensemble and academic studies. Delivering over 350 student performances each year in a wide variety of concert venues across London, the South East and beyond, alongside a wide range of other audience engagement activities, the Faculty seeks to impart in its students the skills needed for a dynamic and sustainable career in the music profession.

This opportunity has arisen due to the internal promotion of one of the current team of coordinators. Departmental Coordinators provide organisational support to specified departments within the Faculty of Music, assisting the relevant Heads of Department with many aspects of the department's activities which revolve round performance training and activity. Postholders will liaise with students, teaching staff, external artists and members of the management in the delivery of classes, masterclasses, concerts and assessments. Working in a small team of three coordinators under the Assistant Music Manager, the postholder will provide support to two of the six main departments: Composition, Jazz, Piano & Keyboard Instruments, Strings, Wind/Brass/Percussion and Vocal Studies. For this appointment, it is likely that the post will involve support for Vocal Studies and Jazz with some small additional contribution to Musical Theatre.

The successful candidate will have strong administrative experience, outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload, sometimes working under pressure to meet deadlines. You will also have a real enthusiasm for music and for supporting the training of young aspiring professionals.

For a job pack and an application form, please go to the Job Opportunities page of our website at <http://www.trinitylaban.ac.uk/about-us/job-opportunities/vacancies> or contact Sangeetha Kurup, HR Officer, on 020 8305 9475 or by email: staffrecruitment@trinitylaban.ac.uk

Closing date: 10:00 am, 26 November 2014 (No Agencies)

Interview date: Monday 15 December 2014

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

Trinity Laban Conservatoire of Music and Dance is committed to Equal Opportunities.

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 are 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

Post:	Departmental Coordinator (Music)
Department:	Music Faculty Administration
Responsible to:	Assistant Music Manager
Grade:	5
Contract:	Full-time, permanent

PURPOSE OF THE POST

To provide organisational support to specified departments within the Music Faculty, assisting the relevant Heads of Department with many aspects of the department's activities. This demanding post involves liaison with students, teaching staff, external artists and members of the management. The role also involves working as part of the Faculty's administrative team, contributing to a range of other areas as required.

MAIN RESPONSIBILITIES

1. To work in close collaboration with the relevant Heads 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.
2. To assist the relevant Heads of Department with the organisation and day-to-day running of training in a range of areas such as:
 - Departmental Classes – their location, setting up and staffing arrangements.
 - Masterclasses, including arrangements for guest artists, student performers and accompanists.
 - Student ensembles and their coaching.
 - Departmental performances and the allocation of students to specific recital or concert slots.
 - The scheduling of some departmental assessments.
3. To assist with written and verbal communications to and from students, staff and others outside the institution.
4. To assist in monitoring and organising non-training aspects of departments such as:
 - Departmental hours and cash budgets and their apportionment.
 - Departmental equipment or instrument stocks.
 - Minuting Departmental meetings.
 - Materials for concert programmes and publicity where necessary.

5. To work with Heads of Department and other colleagues on the planning and delivery of special projects, festivals and events, project-managing some of these where appropriate.
6. To participate in staff development as required by the Conservatoire.
7. To work as part of the Faculty of Music administrative team, assisting with a range of items as directed by the Music Manager or Assistant Music Manager.

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.

DEPARTMENTAL COORDINATOR (MUSIC) PERSON SPECIFICATION

Criteria	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Degree-level (or equivalent) in music	X	
KNOWLEDGE & SKILLS		
Excellent IT skills – Microsoft Office and Outlook	X	
Strong verbal and written communication skills	X	
PREVIOUS EXPERIENCE		
Significant administrative experience in the music or arts profession	X	
Experience in multi-tasking and managing your own workload	X	
Good working knowledge of musical instruments, genres and repertoire	X	
A background in higher education administration		X
Experience in dealing with students and professional musicians		X
PERSONAL CHARACTERISTICS		
Strong planning and organisational skills and the ability to prioritise a busy workload	X	
High-level processing skills, able to handle a wide-range of data relating to departments	X	
Ability to handle a range of situations and negotiations diplomatically	X	
Ability to work as part of a team	X	
Capable of working quickly, efficiently and effectively unsupervised under pressure to meet deadlines	X	
A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	X	
Ability to take initiative within scope of responsibility	X	
Ability to work within a lively, open-plan office environment	X	
SPECIAL WORKING REQUIREMENTS		
Occasional requirement to work flexibly in the evening during busy periods	X	

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.

DEPARTMENTAL COORDINATOR (MUSIC)

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Permanent, full-time, subject to a six-month probationary period.
Hours:	35 hours per week, usually from 9.00am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour). Flexible working will be required including evenings during busy periods, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Music (King Charles Court, Old Royal Naval Building Dance but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary Scale:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £24,291 - £27,567 p.a., inclusive of a London Weighting Allowance of £3,510 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	25 days p.a. in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	The successful candidate will be auto-enrolled into 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 16.1% of pensionable salary.
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.
Staff Development:	A range of Staff Development opportunities are available.
Car Parking:	A limited number of parking spaces are available at both sites, subject to availability.
Cafeterias:	Our recently refurbished Cafeterias on both sites serve a range of hot and cold meals plus drinks and snacks.
Events:	There are a wide range of music and dance performances each week, many of which are free to members of staff.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department.
Classes:	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.

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. 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 MUSIC

Located in the beautiful Wren-designed King Charles Court at the Old Royal Naval College in Greenwich, Trinity Laban's Faculty of Music 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. It provides a realistic preparation for the 'portfolio career' of the modern performing musician: developing a diversity of skills on the one hand, and intense specialisation on the other. Programmes are tailored to the personal interests and needs of individual musicians, from pre-undergraduate through to postgraduate and professional development courses. Trinity Laban Music has long been acknowledged for fostering a caring environment for its students. Our professional staff are renowned musicians with many working as acclaimed soloists or belong to top London orchestras and opera companies.

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.

No. 1 for Dance in the Guardian University Guide for the last 4 consecutive years we are training the leading dance artists of tomorrow - we provide our students with the best artist training and the skills they need to succeed in the professional world.