

TRINITY LABAN CONSERVATOIRE
OF MUSIC & DANCE

INTO THE FUTURE

Careers advice for leavers



INTO THE: FUTURE was written by alumna Lucy Drever. Since leaving Trinity Laban, Lucy has (drum roll please) created a portfolio career. After working for the TLSU, doing an internship at Classic FM, and various singing bits and bobs (including recording for Harry Potter and the Cursed Child), Lucy was lucky enough to be the Trainee Music Leader at Wigmore Hall. Since then she has worked for Wigmore Hall, English National Opera, Arts Train, the Irene Taylor Trust and Blackheath Halls as a workshop leader and presenter. She knows just how terrifying it is to leave the study bubble, especially when you have to start thinking about paying London rent. But advises people to “say yes, give things a go and remember to take actual days off”.

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INTRODUCTION

Chances are, if you're reading this, you are thinking about being an actual adult; getting an actual job and being able to pay for actual stuff. And whilst moving on from an intense period of study can be terrifying (you can hide yourself in a box set for only so long), it can actually be very freeing. And all the opportunities, as Disney as it sounds, are very exciting.

The hours (and hours) of perfecting your craft will have put you in excellent stead for auditions and performance jobs- you're going to be great. But alongside that performing – or possibly, for some of you, instead of that performing – you might want to look into other options to pay those bills. And that's where **INTO THE: FUTURE** comes in...

Whilst studying, you'll have probably become quite accustomed to that good old phrase "the portfolio career": a career where you do lots of little bits (and

friends and family have no idea what you do). **INTO THE: FUTURE** is going to be looking at the little bits that don't include performing...

By studying performance, you'll have developed other skills that you probably haven't even had the brain space to realise you have. The hours (did we mention how many hours?) of slogging away, the nerves, the million things going on at the same time, the questions, the answers... you really do have a range of versatile skills, knowledge and experiences that are going to help catapult you into this thing called work.

And just remember, no-one, especially not _____
[insert name of your favourite famous person here]
walked straight into their dream job. It takes time to figure things out...

HELLO!

We have some brilliant people to help support you as you near the end of your studies and embark on the first stages of your career. Even after you graduate, they are there to help.



LUCY NICHOLSON

Alumni Relations Manager

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alumni@trinitylaban.ac.uk

Welcome to the Trinity Laban Alumni Network! When you graduate, you will automatically become a member of our international alumni network of thousands of music and dance professionals. As an alumnus, you will receive email updates, as well as news about offers, events and ways to engage with Trinity Laban and its community. Don't miss out on the benefits that are available to you, such as careers support and discounted use of studio space and practice rooms.

Contact me to share your news – we love to know what you're up to!

Follow us on facebook **@trinitylabanalumni**
trinitylaban.ac.uk/alumni

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I can advise you on disability matters for three years after your course has ended – and sometimes, if it is a quick question, for longer than that. You can also contact me if you have a question about support for a pupil you are teaching or a family member. I can help with a range of employment issues, such as: telling a potential employer about your disability, getting reasonable adjustments put in place by an employer, ongoing support to continue with study, and applying for the Access to Work scheme or for Personal Independence Payments.

trinitylaban.ac.uk/careersdisability

JULIET INGRAM

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I am here as an ongoing source of advice and support after you graduate. You can email, call or arrange to see me for an individual careers meeting. I can offer advice on the practicalities of job applications and job hunting, including feedback on application forms, CVs and cover letters. I can also act as an impartial 'sounding board', helping you to clarify your ideas, explore options and plan next steps. This support is offered for up to three years after you have completed your studies here. You will also continue to receive a weekly e-bulletin with details of job vacancies and other opportunities.

trinitylaban.ac.uk/careers

SKILLS

While you were busy honing your artistic practice at Trinity Laban, you will have also developed some wonderful skills that employers will want YOU for. You may take for granted showing up to rehearsals on time, or being involved in two projects at once, but these are proper life skills that employers want and need. That's the great thing about doing a practical course; you have real evidence of the very things that make you extremely employable. Your list is going to be long...

And let's not forget your personal values, interests and qualities. Knowing who you are, what you have to give and what you like, will help whittle down the never-ending list of possibilities open to you.

The graduate careers website, Prospects, has advice on what you can do with your degree, including a list of the skills you've gained through your degree. Check out **[prospects.ac.uk](https://www.prospects.ac.uk)** and **[trinitylaban.ac.uk/employability](https://www.trinitylaban.ac.uk/employability)** for more information!



Spend some time thinking about your skill-set and what it is that makes you tick.

Jennifer Raven

MMus in Performance, 2010 (Flute). Programme Manager at music education development charity Sound Connections

WORKPLACE SKILLS

FLEXIBILITY

WORKING
COLLABORATIVELY

ABILITY
TO LEARN

ABILITY
TO LISTEN

TEAMWORK

VERSATILITY

ADAPTABILITY

NEGOTIATION

INSPIRATIONAL SKILLS

CREATIVE AND CRITICAL THINKING

IDENTIFYING AND SOLVING PROBLEMS

USING YOUR INITIATIVE

COMMUNICATION SKILLS

PUBLIC SPEAKING

WRITTEN SKILLS

ENGAGING WITH
AUDIENCES

LEADERSHIP SKILLS

PROJECT MANAGEMENT

ABILITY TO ANALYSE

DECISION-MAKING

TEACHING OTHERS

MOTIVATING AND ENCOURAGING OTHERS

ORGANISATIONAL SKILLS

SELF-MANAGEMENT

SCHEDULING

MEETING DEADLINES

TIME MANAGEMENT

PLANNING

KEEPING A DIARY

REFLECTING ON YOUR WORK

MULTI-TASKING

SETTING AND ACHIEVING GOALS

DIFFERENT WAYS OF EARNING A LIVING

SELF-EMPLOYMENT

When you're self-employed, you work for yourself and choose who you work with, when you work and what you do. It takes some time to build up, and you should probably say "yes" (or shout "YES!") to everything at the beginning, and then gradually home in on more of what you actually want to be doing. You are responsible for your own tax and National Insurance (proper grown-up stuff).

For more information, head over to [gov.uk/working-for-yourself](https://www.gov.uk/working-for-yourself)

EMPLOYMENT

You have more job security and a regular income (not to mention the golden treasure of holiday pay!) through full or part-time employment within an organisation. And your employer sorts out all the fun tax things...woooo!

SETTING UP YOUR OWN BUSINESS

Maybe you've been sitting on the perfect creative or commercial idea for a while? Now is your chance to do it! Make sure to do lots of research, seek advice from some people who know what they're talking about and start to think about funding possibilities.

Check out trinitylaban.ac.uk/businessadvice for more information

MARIANA MARQUEZ AND EMMA ZANGS RUN THEIR OWN COMPANY, MARQUEZ&ZANGS

Graduated from MA Choreography in 2011

‘When we graduated in 2011, funding cuts to the arts were a huge issue and we realised our chances of getting a job in our field were slim. We decided we would have to create one ourselves and, as we are both entrepreneurial by nature, that’s what we did! We co-founded an alternative dance event called Dance Club with Nikhil Shah and established Metaspeech, a public speaking consultancy incorporating movement.’



I can balance the work I do for the financial benefit (which I still really love) with the work I do for the fun and creative satisfaction.

Ben Corrigan

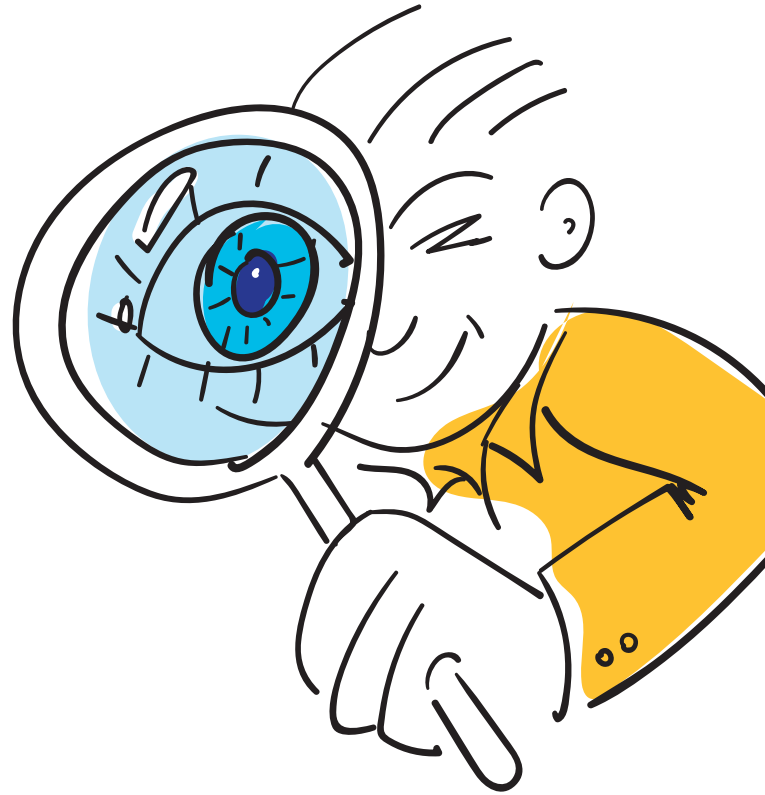
BMus (Hons) Composition, 2014.

Composer, producer and installation artist

START THE SEARCH

Now for the fun part...the search. There are so many ways to find jobs – here are a few starting points!

- / **artsjobs.org.uk** – an excellent website when looking for jobs in the arts and culture sector
- / **jobs.theguardian.com** – a good resource for jobs!
- / **trinitylaban.ac.uk/findingopportunities** – you'll find useful information about other vacancy websites that list jobs and internships in music, dance and other art forms. There are also sections that list websites that can help you find jobs in the public sector, the voluntary sector, schools and higher education.
- / Social media – so often arts organisations will advertise jobs on their Twitter or Facebook, so be sure to follow everyone!
- / The Trinity Laban careers email – a firm favourite for students and recent graduates! A useful and concise email with the latest arts jobs and voluntary opportunities.



If you are looking for a graduate job where you can use your endless skills and knowledge, but in a different field, then why not try the following? About 40% of all graduate jobs are open to graduates of any discipline!

/ **prospects.ac.uk** or **targetjobs.co.uk**

/ **agencycentral.co.uk** or **rec.uk.com** – register with recruitment agencies that will help you find work for your particular skill set and personality



...all life experiences can
be useful when trying to
secure a new job.

Emma-Claire Crook

BMus (Hons) Performance, 2013 (Voice).
Development Events Officer at the Royal
Museums Greenwich

You should also check out the range of careers that Trinity Laban students have gone on to do, it'll open your mind to the WORLD of possibilities! You can also read about their views on self-employment and employment... our students have gone on to do some seriously cool stuff.

You can find this on **Moodle** – go to Student Services then Careers & Employability.

The Trinity Laban website also includes advice on getting a Disclosure and Barring (DBS) check which you will need if you are interested in working with children or vulnerable adults.

trinitylaban.ac.uk/dbs

APPLYING

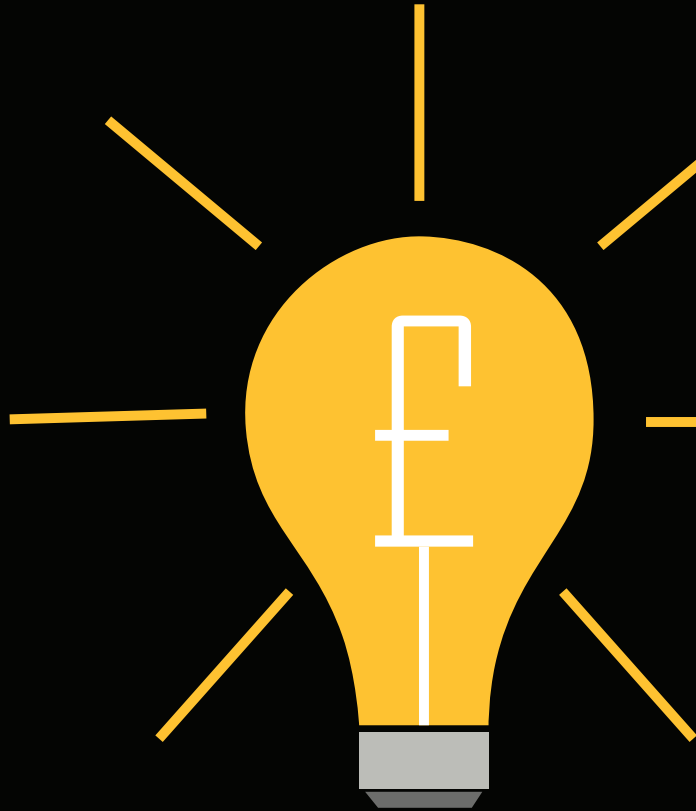
Applying for a job can often be a full time job in itself. Having to write each application and cover letter takes time, but employers can tell when you've simply copy and pasted from one job application to another. Don't be that person. Furthermore, each job requires different skills; really research the job, the company, the people and be specific as to why YOU are right for THIS job.

The Trinity Laban website and Moodle give you a very helpful overview of what to do when writing a CV, cover letter or application form, as well as advice for when you are preparing for an interview. There is also more detailed information on the Prospects and TARGET jobs websites.

trinitylaban.ac.uk/cvAdvice

During your studies you'll have been given lots of support about preparing for auditions. But when applying for performing jobs you may also need to write a cover letter, along with an up-to-date performance CV. There are some helpful tips on – once again – the old favourite Moodle... You can thank us later!

FUNDING



Oh money! It's a tricky one. But surprisingly, there are lots of ways to support your career development and fund your creative projects. Seriously, if your idea has some feasibility, chances are there are ways to get your hands on a bit of money!

Our website contains information about the different sources of support and funding available depending on whether you are a dancer or musician. So check it out... go and do big things!!

trinitylaban.ac.uk/musiccareers

trinitylaban.ac.uk/dancecareers

INCOME TAX AND NATIONAL INSURANCE

Let's talk about Tax. Whilst not the most riveting subject, it's a good idea to sort your tax out yourself, or get help. There are fines if you don't and actually, once you get the hang of it, it's not that difficult!

When do I need to pay income tax and National Insurance contributions?

If you are earning more than the Personal Allowance (£11,500 for the tax year 2017-18), you will need to pay income tax on income from all your work (including full-time and part-time employment and freelance work).

What are National Insurance contributions?

You pay National Insurance contributions to build up your entitlement to certain state benefits, including the State Pension. The exact amount you pay depends on how much you earn and whether you are employed or self-employed.

How do I pay income tax and National Insurance contributions?

Pay As You Earn (PAYE) is the system used by employers to deduct tax and National Insurance due on your earnings; the money you owe will be sent directly to the government.

If you're self-employed, you are responsible for paying the income tax and National Insurance due on your self-employed earnings through a process called Self Assessment. You'll need to fill in a tax return every year.

What do I need to do if I am self-employed?

If you do any self-employed work, you must register with HM Revenue and Customs (HMRC). You can register online via GOV.UK.

You will need to complete a Self Assessment tax return, on which you report your self-employment income after the end of each tax year. HMRC will calculate how much tax and National Insurance you owe based on this.

You will need to keep records of your income and outgoings (there are many expenses that you can claim as allowable expenses if you are self-employed).

More advice is available on the website
trinitylaban.ac.uk/tax



Being able to understand tax is essential to being a professional musician, so I made sure that I was confident at submitting tax returns by speaking to HMRC tax advisors and using the website regularly...

Helen Nicholas

BMus (Hons) Performance, 2011 (Piano)
Teacher, accompanist and performer

FURTHER STUDY

As you hopefully know by now (and something has gone drastically wrong if you don't) Trinity Laban offers a range of study opportunities in music and dance. This also includes research degrees and professional development programmes, enabling you to develop your skills and knowledge, and grow your expertise.

Our website has some information on the opportunities at Trinity Laban, as well as the opportunities at other educational institutions.

trinitylaban.ac.uk/training

Furthermore, don't fret about funding! There is so much advice on the Trinity Laban website about how to fund your studies, particularly information that will help you explore what funding might be available to you from charitable trusts and foundations.

trinitylaban.ac.uk/finance

The Prospects website provides information to help you weigh up the benefits of further study, learn about different types of postgraduate courses and decide if you want to study in the UK or abroad. Oh, the options!

prospects.ac.uk/postgraduate-study

The UK Council for International Student Affairs (UKCISA) provides information to students from other countries studying in the UK, as well as to UK students studying, or wishing to study, abroad.

ukcisa.org.uk



STARTING OUT

There are lots of amazing organisations and schemes that support the needs of recent graduates, helping you to further develop your skills, whether that be in dance or music performance, and there are even music educator schemes...

Check out our website for more information:

trinitylaban.ac.uk/dancecareers
trinitylaban.ac.uk/musiccareers

If you are looking to bridge the gap between being a student and entering the professional world of an arts organisation, you may want to consider an internship. Internships are time-limited periods of work experience and can be an excellent way to gain skills and experience in a particular field, as well as to find out how the organisation works. Internships can be paid or unpaid.

REMEMBER

to look out for the weekly careers email where you can find information about professional development schemes and opportunities- they really are a brilliant way to bridge the gap between conservatoire training and the actual profession.

The Prospects website provides information to help you work out whether you should be being paid as an intern. Arts Jobs (from Arts Council England) is a good place to look for internships within the arts.

Trinity Laban offers a range of paid internships across various departments. They are an excellent opportunity to learn new things and gain experience, and a really useful stepping stone onto the next thing, whatever that may be! They are advertised on the Trinity Laban vacancy page, and usually start in September.



HEALTHY LIFE

It really makes sense to look after your health and well-being, especially if you are self-employed and don't have the luxury of sick pay. A healthier you means a better chance at a long and successful career. And you'll have a much better and more productive time at work too. It's a win-win situation!

There is a lot of useful information, including details of some great support organisations, on our website.

And remember, as one of our alumni, you can get discounted treatments through Trinity Laban Health. We told you graduating wasn't really all that bad...

trinitylaban.ac.uk/alumnibenefits

DISCLAIMER

The information provided for INTO THE FUTURE is given in good faith and is correct at the time of writing (July 2017). You are strongly advised to refer to the websites listed in this booklet for the most up to date information.

Alternative formats

To request this document in an alternative format, such as large print, braille or on coloured paper, please contact

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or call 0208 305 4418



In your first year after
graduating try as many things
as you can before closing off
options – you don't know what
you will enjoy until you do it.

Rosie Heafford

BA (Hons) Dance Theatre, 2009.

Artistic Director, Second Hand Dance