

TRINITY LABAN

GRADUATE INTERNSHIP - DANCE TECHNIQUE AND PROGRAMME SUPPORT Full-Time, Fixed Term (11 Month Contract)

Contents

Page 2	<i>Advertisement</i>
Page 3	<i>Job Description</i>
Page 5	<i>Person Specification</i>
Page 6	<i>Conditions of Service Summary and Staff Benefits</i>
Page 7	<i>Information on Trinity Laban</i>

TRINITY LABAN

GRADUATE INTERNSHIP -DANCE TECHNIQUE AND PROGRAMME SUPPORT

Contract: Fixed term (11 months) September 2025 - July 2026

Salary: £10 - £12.21 per hour as per National Minimum Wage and National Living Wage rates

Trinity Laban is striving to achieve excellence beyond tradition, creating a home for performing artists in which boundaries are pushed, collaborations are key, and artistic pioneers are made. We are a world-leading home for students from non-traditional backgrounds with a programme of activity that reaches out to all sections of society, centring the performing arts as a force for cultural and social progress.

We are offering an excellent training opportunity to gain experience in the teaching of contemporary dance technique and gain knowledge and understanding of the demands of working within a higher education context and training students to professional level. The Intern is expected to support the training provision on the dance programmes, assuming responsibility for teaching classes in the event of staff absence. Mentoring and feedback will be provided on your teaching as well as access to internal staff development opportunities.

Additionally, the Intern will support the programmes and contribute to other programme-related activities through practical, technical and administrative support for assessments, performances, student induction, programme marketing and recruitment. Flexible working will be required including evenings and weekends.

As an equal opportunity 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.

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.

Shortlisted applicants will be invited for interview and a short, observed, class teaching session.

Closing Date: 23:59 hours BST, Monday 14 July 2025, (No Agencies)

Interview day: Friday 25 July 2025

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

TRINITY LABAN

Job Description

Post:	Graduate Intern – Dance Technique & Programme Support
Department:	Academic Support
Reporting to:	Head of Postgraduate Programmes, Head of Undergraduate Programmes and Scheduling manager
Contract:	Fixed term (11 months) September 2025 - July 2026
Line management:	Head of Postgraduate Programmes

PURPOSE OF ROLE:

The support the delivery of technique classes on the dance programmes at Trinity Laban through covering for staff absence. At the start of the contract, you will progress towards preparation and teaching of technical classes on the programmes, covering for staff absence. This will entail an initial period of observation, induction and orientation, to give insight into different teachers' teaching styles and strategies, developing class content and structuring delivery, and considering this in discussion with technique teachers. Throughout the year you will be supported to maintain an ongoing critical dialogue with technique staff and component leaders to support your practice as well as arranging with your mentor for teaching observation and dialogue to support your development as teacher of dance at HE level. This position is fixed term (usually one academic year) to provide potential progression routes into HE dance teaching for early career teachers

Main duties

- To prepare and teach technique classes on the CAT, foundation, undergraduate and taught postgraduate dance programmes up to a maximum of 10 classes a week (average 6-8), covering staff absence.
- To be available 5 days per week during the stated dates above, 8.30 - 16.30
- To familiarise yourself with the dance programmes, technique modules and HE levels
- To observe a minimum of two contemporary dance classes per week in order to consider different teachers' teaching styles/strategies and feedback given to students (over the year, observation should be in at least two different technique styles, across different programmes and levels at Trinity Laban).
- To liaise with the scheduling department, programme leaders, programme administrators and technique teams.
- To attend Technique meetings.
- To support programme administrators
- To undertake any training and professional development required by the role (Virtual College essential HE and professional development training; TL staff training, Celcat software training etc).

TRINITY LABAN

Other

- To assist in the provision of support for teaching, assessment and performances, (you will be required to undertake training in the use of equipment necessary to carry out these duties, e.g. filming of work/assessments, cameras, data projectors etc).
- To attend meetings as necessary (i.e. in addition to the Technique meetings) relating to Programme activities, planning, assessments, performances, projects and productions.
- To assist programme Leaders in the marketing and promoting of programmes activities, including liaising with Brand and Communications, supporting internal and external student recruitment events, promoting events and activities
- Other reasonable duties in support of the taught programmes and other Trinity Laban activities.

The Postholder 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.*

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/>.

All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

Trinity Laban has a no smoking policy on its premises.

TRINITY LABAN

GRADUATE INTERNSHIP –

DANCE TECHNIQUE AND PROGRAMME SUPPORT

Person Specification

<i>Criteria</i>	<i>Specification</i>	<i>E/D</i>	<i>Measured By</i>
<i>Education / Qualifications</i>	<i>Significant Conservatoire – level training in contemporary dance technique (BA/Masters level)</i>	<i>Essential</i>	<i>Application</i>
<i>Experience</i>	<i>Professional dance experience</i>	<i>Desirable</i>	<i>Application</i>
	<i>General administration and office work</i>	<i>Desirable</i>	<i>Application</i>
	<i>Dance Teaching experience</i>	<i>Desirable</i>	<i>Application</i>
<i>Knowledge / Understanding</i>	<i>Contemporary dance technique consistent with training to professional level</i>	<i>Essential</i>	<i>Interview/Task</i>
	<i>Higher Education / vocational arts training contexts</i>	<i>Essential</i>	<i>Application</i>
	<i>Safe practice in dance training and performance</i>	<i>Desirable</i>	<i>Interview/Task</i>
<i>Skills and Abilities</i>	<i>Good communication and organisational skills</i>	<i>Essential</i>	<i>Interview/Task</i>
	<i>Microsoft software, especially Word and Excel as well as E learning Tools.</i>	<i>Desirable</i>	<i>Application</i>
<i>Personal Qualities</i>	<i>Ability to be flexible, adaptable, self-motivated and use own initiative</i>	<i>Essential</i>	<i>Interview/Task</i>
	<i>Ability to work co-operatively with others and to respond empathetically, calmly and diplomatically in challenging situations</i>	<i>Essential</i>	<i>Interview/Task</i>
<i>Special Working Requirements</i>	<i>Some flexible working will be required including evenings and weekends</i>	<i>Essential</i>	<i>Interview</i>

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.

TRINITY LABAN

Conditions of Service Summary & Staff Benefits

Contract:	<i>Full-time (1.0FTE), fixed-term subject to a 3-month probationary period.</i>
Hours:	<i>35 hours per week, usually from 8.30 am to 4.30 pm Monday to Friday, (with a daily lunch break of one hour). Some evening and weekend working will be required during busy periods, for which time off in lieu will be given.</i>
Location:	<i>You will be based at the Laban building, Creekside but may also be required to work at the King Charles Court, Old Royal Naval college.</i>
Salary:	<i>£10 - £12.21 per hour per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract. Salaries are paid on the last working day of each month direct into bank or building society accounts.</i>
Holidays:	<i>18 days annual leave, in addition to Statutory, Bank and Public Holidays.</i>
Sick Pay:	<i>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.</i>
Pension Scheme:	<i>The successful candidate will be enrolled into the National Employment Savings Trust (NEST) if they meet the qualifying criteria, on such terms as the scheme may provide.</i>
Staff Development:	<i>A range of Staff Development opportunities are available.</i>
Library:	<i>The Laban Library & Archive and the Jerwood Library of the Performing Arts are available for use.</i>
Car Parking:	<i>A limited number of parking spaces are available at the Old Royal Naval College and the Laban Building, subject to availability.</i>
Cafeteria:	<i>Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.</i>
Events:	<i>There is a wide range of music and dance performances each week, many of which are free to members of staff.</i>
Classes:	<i>Free weekly staff Pilates class as well as reduced rates and access to Adult Classes.</i>
Eye Care:	<i>Vouchers for eye tests are available for VDU users.</i>
Health:	<i>Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.</i>

TRINITY LABAN

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

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 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***