

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

GRADUATE INTERNSHIP - DANCE SCIENCE & HEALTH

Fixed-term for 11 months (47 weeks) from September 2022 to July
2023

0.5 FTE Fixed Term, Part Time

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GRADUATE INTERNSHIP - DANCE SCIENCE & HEALTH

Contract: Part-time, Fixed-term for 11 months (47 weeks)

Salary: £9.18 - £9.50 per hour as per National Minimum Wage and National Living Wage rates for the duration of the contract.

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.

We are looking for a capable and dynamic Graduate Intern to join the Dance Science and Health teams at Trinity Laban. The ideal candidate will be someone who has a passion for learning, enjoys working within an academic institution, has a keen interest in performing artist health and science and has potential to gain new experiences and grow within the role.

Previous interns have gone on to work successfully, within academic institutions and professional organisations as dance science teachers, managers and administrators or have gone on to further study in dance science and related areas.

The postholder will help to provide support for students who are studying on the undergraduate and postgraduate programmes and assist dance science colleagues with departmental and programmes' activities and events, including supporting the running of the Conditioning Studio. You will assist the lab technician, programme and module leaders with teaching and research activities on the undergraduate and postgraduate dance science programmes and help ensure that students have competency to use the lab equipment and work responsibly with participants. You will have a central role in promoting of the programmes and departmental services through our social media, practical workshops and recruitment visits. You will assist with the administrative day to day running of the Health department and also provide support to the health clinic administrator in the development of the business enterprise. You will be working alongside clinical practitioners and assisting with the facilitation of our excellent facilities and space.

As an equal opportunities 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.

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/>

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 the supporting statement, otherwise we will not be able to consider your application.

Closing Date: 21 June 2022, 23:59 hours BST (No Agencies)

Interview Date: 30 June 2022

For any queries about this position that are not covered in the job pack, please email Katerina Filsofopoulou, People Services & Resourcing 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.

JOB DESCRIPTION

Post:	Graduate Internship - Dance Science & Health
Department:	Dance Science and TL Health
Line Manager:	MSc/MFA Dance Science Programme Leader
Contract:	Part-time, Fixed-Term (0.5), 47 weeks

PURPOSE OF THE POST

The Dance Science & Health Graduate Intern will join Trinity Laban to provide support in all activities relating to dance science and health at Trinity Laban. This includes supporting students and staff on educational programmes, assisting with the Conditioning Studio, helping with the administrative and promotional activities for the the dance science and health departments and assisting with other undertakings such as research and knowledge exchange work. They will work closely with the lab technician, programme and module leaders, health team as well as with other departments. They will manage digital and social media platforms for promotional and recruitment activities for the department.

MAIN RESPONSIBILITIES

- To work closely with the Lab Technician to:
 - assist with the general maintenance and calibration of equipment in the lab, creating and delivery of resources, as required.
 - manage the daily booking of equipment and lab space using the various electronic calendars as appropriate (e.g. Microsoft Office, Trinity Laban Moodle VLE, CELCAT).
 - plan and deliver lab workshops to students, and where appropriate leading those workshops in consultation with the lab technician and programme leaders.
 - review and update the lab information and resources, ensuring that all students using the lab and its equipment adhere to the appropriate guidelines and instructions.
- To assist with general operations of the dance science office, laboratory, and conditioning studio including answering the phone and responding to emails in a professional and timely manner.
- To provide support for lecturers delivering dance science related lectures and workshops on the undergraduate and postgraduate programmes (e.g., setting up AV and IT, helping with digital and paper resources, supporting and assisting with assessments, assisting with dance science specific demonstrations, scheduling and bookings).
- To support the Dance Science and Health teams to oversee the provision within the Trinity Laban Conditioning Studio. This will include delivery of induction sessions for students and staff on the use of the equipment within the studio and

supervising self-practice sessions to ensure students are using the equipment safely.

- To assist the Head of Performance Science, Dance Science Programme Leaders and Health Clinic Manager in the marketing and promoting of the department's and programmes' activities, including manage the social media and website pages of the Dance Science and Health departments, internal and external student recruitment, promoting events and activities, and liaising with programme administrators and relevant departments and teams.
- To act as a point of contact for Trinity Laban Health; handling bookings and processing payments for services/treatments both in person and over the telephone, as well as directing student injury/health related enquires to the appropriate clinician/practitioner.
- To support Trinity Laban Health therapists with diary requests, as well as maintaining upkeep and cleanliness of the treatment room spaces, replenishing linen and consumables.
- To assist with organisation and undertaking of wider dance science projects and other events that involve dance science facilities and equipment; liaising with the Scheduling Department, Trinity Laban Health, and other departments as necessary organising schedules, collecting and processing data, and providing participant feedback where appropriate.
- To engage with identified professional development or additional training in discussion with line manager, the Head of Performance Science or Programme Leaders (e.g. First Aid, Anti-Racism, AdvanceHE Associate Fellowship).

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 Dance Science programmes and the Conservatoire wherever possible.

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>

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.

GRADUATE INTERNSHIP - DANCE SCIENCE PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/ Qualifications	BSc Dance Science or MSc or MFA in Dance Science (in progress or completed in the last 12 months).	Essential	Application
Experience	Utilising lab equipment with human participants (e.g., fitness tests)	Essential	Application
	Organising and managing schedules/timetables/calendars/diaries	Essential	Application
	Managing social media/digital platforms for professional purposes	Essential	Application
	Supporting students in relevant learning and teaching contexts	Desirable	Application
	Using effectively, strength and conditioning, fitness and other training equipment	Desirable	Application
Knowledge or Understanding	Dance science and related fields (eg. Biomechanics, Somatics, Psychology, Physiology, Injury, Research Methods)	Essential	Application & Task
	Specific knowledge in selected areas such fitness & conditioning, dance technique, and/or injury in dance.	Desirable	Application & Task
	Health and safety procedures relating to lab testing practices and research	Essential	Interview & Task
	An awareness of ethics in working with human participants in-person and digital contexts, including data confidentiality and digital security	Essential	Interview & Task
Skills and Abilities	Good analytical, problem solving and organisational skills including the ability to prioritise during busy times	Essential	Interview
	Good digital skills and experience working with software such as Microsoft 365 (Word, Excel, Powerpoint, Outlook, Teams), NVivo and/or SPSS/Jamovi, and social media platforms such as Instagram, Twitter and Facebook.	Essential	Application & Task
	Laboratory testing equipment and its applications in dance	Essential	Application & Task
	Effective verbal and written communication skills	Desirable	Application and Interview
	Ability to use initiative and take direction as well as work independently	Essential	Interview
Personal Qualities	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
	Excellent interpersonal, team and networking	Essential	Interview

	skills		
	Flexibility to deal with change on a day to day basis.	Essential	Interview

Task: Shortlisted applicants will be asked to submit evidence of how they meet the criteria for practical knowledge and skills.

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:	Part time (0.5 FTE) , fixed term for 11 months, (47 weeks) subject to a three-month probationary period.
Hours:	17 hours per week usually from 9.30 am to 5.30 pm Monday to Friday (with a daily lunch break of one hour).
Location:	You will be based at the Faculty of Dance Building (Laban, Creekside) but may also be required to work at the Faculty of Music building (Trinity, King Charles Court, Old Royal Naval College).
Salary:	£9.18 - £9.50 per hour as per National Minimum Wage and National Living Wage rates . Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	9 days in addition to Statutory, Bank and Public Holidays.
Pension Scheme:	Interns (who meet the qualifying criteria) will be automatically enrolled into the National Employment Savings Trust (NEST)
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.
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 Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Classes:	Reduced rates access to Adult Classes.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
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

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 trinitylaban.ac.uk