

TRINITY LABAN

Performance Operations Manager (maternity cover)

Full-Time, Fixed Term maternity cover

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Performance Operations Manager (maternity cover)

Contract: Full-time, Fixed Term (Maternity Cover)

Salary: £35,064 to £41,433 p.a. (Including LWA) – salary under review process

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.

The Performance Operations Manager is an important operational post, which takes responsibility for logistical arrangements of Performance activity, predominantly in Music, but with involvement across the institution. The post holder will also need to deal with a range of institutional and external staff, arranging a large volume of logistical and practical matters for rehearsals and events at Trinity Laban sites and external venues.

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

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.

Closing Date: 23:59 hours BST, Wednesday 3 September 2025(No Agencies)

Interview Date: Tuesday 16 September 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.

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Job Description

Post:	Performance Operations Manager (maternity cover)
Department:	Performance
Reporting to:	Head of Performance Planning
Grade:	6
Contract:	Full-time, Fixed Term (maternity cover) <i>Expected start date 27 October 2025</i>
Line management:	Performance Operations Coordinators (1 FT and 2 PT)

PURPOSE OF ROLE:

To manage the logistical and operational aspects of all music performance events and their preparatory rehearsals, ensuring that professional standards of presentation are achieved wherever possible. Also to coordinate the day-to-day movement of all equipment and musical instruments and to oversee their care and maintenance.

Main duties

- *To engage in planning meetings and discussions and to advise relevant colleagues on the practicalities and feasibility of future events, working closely with the Head of Music Planning, Performance department colleagues and Heads of Department and Production colleagues across the institution.*
- *To plan and oversee the setting up and laying out of rehearsals and concerts, liaising with conductors, soloists and outside agencies as necessary, and ensuring that all equipment is delivered to and removed from venues.*
- *To stage manage concerts and to liaise with the management and staff of any external venues as necessary.*
- *To engage crew where necessary and secure transport as required to service the work in hand, ensuring that designated budgets are adhered to and seeking efficient ways of working. This may include undertaking driving duties when necessary.*
- *To line manage the Performance Operations Coordinators and supervise the work of others (whether or not employed by the Conservatoire) provided as platform management team, porters, drivers, etc.*
- *To assist and deputise for the Orchestra and Ensembles Manager as necessary in ensuring that an accurate record is kept of attendance, punctuality, and any breach of the Performance Code of Conduct*
- *To supervise the practical management of music folders for rehearsals and concerts where*

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required.

- *To assist with front of house arrangements (including ushers, ticket sales, etc.) for public performance events when required, liaising as appropriate with the management of any external venues.*
- *To coordinate and manage the stock of instruments and other equipment owned by the Faculty, arranging for movement of items and making arrangements for storage, care, tuning and maintenance within agreed budgets.*
- *To handle procurement and tendering for goods and services relating to the performance department, negotiating and overseeing the processing of contracts as required (using Agresso Finance software).*
- *To work as part of the Performance team and to provide administrative support in the Department when necessary.*
- *To participate in staff development as required by the Conservatoire.*
- *To undertake such other duties as may from time to time be reasonably required by the Head of Music Planning or Artistic Director.*

The Postholder must:

- *Be available to work evenings and weekends as necessary to attend events and performances*
- *Be available for regional or overseas travel from time to time*
- *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

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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.

Performance Operations Manager Person Specification

Criteria	Specification	E/D	Measured By
Education / Qualifications	Degree-level or professional equivalent in music or relevant arts-related subject	Desirable	Application
	Full driver's licence (held for over 1 year by 1/11/25)	Desirable	Application
Experience	Administrative experience in the music or arts profession	Essential	Application
	Experience of logistical planning for concerts and events including set-up	Essential	Application/Interview
	Experience of working with venues and professional organisations	Essential	Interview
	Experience in dealing with students and professional musicians	Desirable	Interview
	Experience of managing budgets, including tendering	Desirable	Application
	Line Management experience	Desirable	Application
Knowledge / Understanding	Knowledge of a range of musical styles, including classical music, jazz, popular music and/or cross-genre performance	Essential	Application
	A background in higher education administration	Desirable	Application
Skills and Abilities	Strong MS Office skills (including Word, Outlook, Excel, etc.)	Essential	Application
	High-level processing skills, able to handle a wide-range of data	Essential	Test
	Strong verbal and written communication skills	Essential	Test
	Strong planning and organisational skills and the ability to multi-task and prioritise own busy workload	Essential	Application
	Ability to work as part of a team	Essential	Interview
	Ability to work within a lively, open-plan office environment	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
Personal Qualities	Ability to take initiative within scope of responsibility	Essential	Interview

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	<i>Capable of working efficiently and effectively unsupervised under pressure to meet deadlines</i>	<i>Essential</i>	<i>Application</i>
	<i>Ability to handle a range of situations and negotiations diplomatically</i>	<i>Essential</i>	<i>Interview</i>
Special Working Requirements	<i>Availability to work early (7.00am) and later than normal finishing time (5.00 pm), long hours and occasional weekend days as required.</i>	<i>Essential</i>	<i>Interview</i>
	<i>Need to travel regularly offsite to rehearsal and concert venues as required</i>	<i>Essential</i>	<i>Interview</i>
	<i>Heavy-lifting work is intrinsic to the role (a test may be given at interview, so we advise to wear sensible footwear to interview).</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.

Conditions of Service Summary & Staff Benefits

Contract:	<i>Full-time, fixed term (maternity cover), subject to a 3-month probationary period.</i>
Hours:	<i>35 hours per week, usually from 9.00 am to 5.00 pm Monday to Friday, (with a daily lunch break of one hour), but evening and occasional weekend working will be required, for which time off in lieu will be given.</i>
Location:	<i>You will be based at King Charles Court, Old Royal Naval College but will frequently be required to work at Blackheath Halls (Lee Road, London), and occasionally at other Trinity Laban sites and external venues.</i>
Salary:	<i>The salary for the post will be in accordance with the Trinity Laban Staff Salary Scale, Grade 6, Incremental Points 22 – 29, £35,064 - £41,433 p.a., inclusive of a London Weighting Allowance of £4,259 p.a. Salaries are paid on the last working day of the month into bank or building society accounts. (salary under review process)</i>
Holidays:	<i>25 days, 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 auto-enrolled into the Universities Superannuation Scheme, if they meet the qualifying criteria. Employees contribute at the rate of 6.1% of their pensionable salary. The Conservatoire pays the Employer's contribution currently at the rate of 14.5% of pensionable salary.</i>

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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, Blackheath Halls 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>
Cycle to Work:	<i>A cycle to work scheme is operated</i>
Give as you earn:	<i>A give as you earn scheme is operated.</i>

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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***