



JOB APPLICATION PACK: TIMETABLE COORDINATOR

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LONDON STUDIO CENTRE: BRIEF HISTORY

The internationally recognised Higher Education Conservatoire, prides itself on training excellent dancers, singers and actors, allowing students to specialise in classical ballet, contemporary dance, jazz dance and musical theatre. Whilst also producing graduates who have formed their own companies and established themselves as choreographers, teachers, producers, and directors. London Studio Centre offers a comprehensive suite of programmes including a BA (Hons) Theatre Dance Degree for students who are dedicated to the pursuit of excellence in all aspects of the theatre, an MA in Dance Producing and Management, for students looking to move into the production side of dance theatre making, an MA in Dance Performance in all four specialist areas of classical ballet, contemporary dance, jazz dance and musical theatre, a Foundation degree in Professional Dance Performance aimed at the exceptionally talented students (from 16 years old), a BA Top Up Professional Performance, an MA in Dance Education and PGCert Teaching Professional Theatre Dance for those wishing to enhance their teaching practice.

London Studio Centre is rooted in Western theatre dance forms and enjoys a tradition of dance education dating back to the end of the 19th century, when Leon Espinosa (1825-1904) settled in London. In 1872, he established a school for ballet and related theatre arts, after having trained at the Paris Opera and then danced and taught at the Bolshoi Theatre in Moscow. His son Edouard Espinosa (1871-1950) continued the family tradition as one of the founders of the Royal Academy of Dance and then the British Ballet Organisation.

London Studio Centre's founder, Bridget Espinosa, was heir to this distinguished tradition, to which she contributed her own expertise as a dancer and director. Under her leadership LSC pioneered a multi-disciplined dance education fitted to the needs of the modern world of dance and musical theatre, which included the possibility of university validation of its provision. Her son, Nicholas Espinosa, continued these developments and, in 1995 Middlesex University validated London Studio Centre's BA Honours Theatre Dance programme. The Director, Nicholas Espinosa is also the Chairman of bbodance and a Trustee for Yorke Dance Project.

LSC began life in and around Tavistock Square in central London. In 1987 it moved into property on York Way, next to Kings Cross Station, where it remained until 2012. In 2012 LSC re-located to artsdepot in North Finchley where it has created a unique collaborative partnership with the performing arts venue. The partnership provides the conservatoire with rehearsal and performance spaces that facilitate LSC's high quality training, and the building's bright, contemporary feel has quickly provided the ideal atmosphere for London Studio Centre's new home.

LSC's facilities comprise ten dance studios, two fully equipped theatres, drama and singing rooms, a library with IT suite and a lecture room. The triple-height atrium café and social areas also offer ample space for relaxation.

London Studio Centre is committed to providing an education in dance and related subjects for the professional theatre, in an environment where the individual creative talents of each student are nurtured. All programmes we offer maintain

the Centre's mission to be a world-class conservatoire for professional dance and musical theatre, enabling artists to reach their creative potential in performance, creation and production and, thereby, shaping the future of the profession. LSC values and offers a holistic approach, one that keeps pace with recent developments in dance pedagogy. Student representation and student surveys contribute significantly to annual course monitoring and make an important and valuable contribution to quality management.

London Studio Centre is accredited by The Council for Dance, Drama and Musical Theatre (CDMT) and is listed as one of CDMT's Accredited Schools. The CDMT ensures the provision of high-quality professional dance, drama and musical theatre training through accreditation of full-time dance and performing arts schools and has provided the industry benchmark of quality assurance for professional dance and musical theatre training in the UK since 1979.

LSC is registered with the Office for Students, providing eligibility for students to obtain Student Finance and access to Visa's for international students. A review of the London Studio Centre by the Quality Assurance Agency for Higher Education (QAA) in May 2022, the UK's independent quality body for higher education, expressed confidence that 'academic standards are reliable, meet UK requirements, and are reasonably comparable' – the highest judgement available through the review process. The review team did identify specific improvements or areas for development.

The majority of the teaching staff are actively engaged in professional theatre, enabling students to be aware of new techniques and trends. Students are given an unparalleled range of opportunities to gain performance experience, both in-house and in professional venues.

LSC's alumni are working worldwide with dance companies, in musicals and mainstream theatre from the West End to Broadway, in television, film and commercial dance. Graduate students have embarked on successful careers, joining companies such as Rambert Dance Company, English National Ballet, Matthew Bourne's New Adventures, Michael Clark Company, Richard Alston Dance Company, Sarasota Ballet, Scottish Ballet, Scottish Dance Theatre, ZooNation, Vienna Festival Ballet, the Royal Shakespeare Company and Royal National Theatre; while others have appeared in leading roles in musicals in the West End and elsewhere including *American Idiot*, *Billy Elliott*, *Cats*, *Charlie and the Chocolate Factory*, *Chicago*, *Hairspray*, *Jersey Boys*, *Les Misérables*, *Mamma Mia!*, *Miss Saigon*, *Matilda the Musical*, *Memphis the Musical*, *Stomp*, *The Book of Mormon*, *The Lion King*, *The Phantom of the Opera*, *Thriller Live*, *We Will Rock You and Wicked* to name but a few. Many graduates are also working as independent, creative artists in dance and theatre.

LSC's Mission, Vision and Values

VISION

To be a world-class conservatoire for professional dance and musical theatre, enabling our graduates to reach their creative potential in performance, creation, production, and education, thereby, shaping the future of the profession.

MISSION

To enable students to become innovative and skilled performers, creators, producers, and education managers, at the cutting edge of professional dance and musical theatre through the development and delivery of innovative programmes.

VALUES

The London Studio Centre is committed to:

- Excellence in professional practice
- Preserving and developing the heritage of dance and musical theatre
- Engagement with a diverse and representative range of dance forms and celebrating their origins
- Respect for the individual, inclusive of their culture and background
- A culture of health and well-being
- Freedom of thought and expression, fostering academic freedom of speech
- Promoting entrepreneurship and innovation
- A culture of creative opportunities
- Life-long learning and continuing professional development
- Students as partners in quality management and enhancement

Job Description: TIMETABLE COORDINATOR



General Functions:

Responsibility of managing the smooth running of staff and student timetables that facilitate the running of the Undergraduate, Postgraduate and LSC programmes.

Consultation:

In carrying out their duties they will consult with the Director, Head of Student Programming, Academic Administrator, Musicians Coordinator, Heads of Department, Artistic Directors, Subject Leaders and other staff and students of London Studio Centre, where necessary. It may also be necessary to consult with other outside organisations, including but not limited to People Dancing, artsdepot and independent consultants.

Principal Duties and Responsibilities:

Scheduling and communication

- Managing the creation and maintenance of the daily LSC timetable ensuring the best utilisation of resources, including the liaison with staff and students about changes throughout the term
- Liaising with Heads of Departments to ensure the best faculty for the student body, ensuring regular contact for students with Industry professionals
- Managing the scheduling for the online distance learning classes
- Planning and coordinating the annual student induction week
- Collating and writing LSC's weekly bulletin to staff and students.

Faculty Recruitment

- Managing the administration process of faculty recruitment, this includes:
 - Managing all enquiries related to the appointment of teaching staff
 - Managing the internal faculty recruitment process from application through to induction
 - Coordinating the application of the faculty DBS checks and managing the records to ensure they remain up to date
 - Providing secretarial support to the Faculty Recruitment and Enhancement Committee; minuting the meetings, collating the agenda and appendices, and gathering relevant information for the meeting.

Student Welfare

- Managing all student registers, logging absences and creating attendance reports for the Student Welfare Department
- Providing secretarial support to the Student Welfare Team; minuting the meetings, collating the agenda and appendices, and gathering relevant attendance reports for the meeting.

Staff Development

- Managing the preparation and coordination of LSC's bi-annual staff development days

- Managing staff involvement with Educare; LSC's online staff development e-learning service
- Providing secretarial support for the Staff Development Team; minuting the meetings, collating the agenda and appendices, gathering staff development data from staff, keeping a record of the budget and sharing this information with the team regularly
- Managing and monitoring staff training and development record system.

General Duties

- Attending all meetings as designated as a member or secretary, including the Staff Development Team, Student Welfare Team, Faculty Recruitment and Enhancement Committee, Administration Committee and others as appropriate
- Assisting other departments in any general duties to ensure the smooth running of LSC. This could include general administration assistance, assisting students with their requirements or looking after visitors
- Ensuring you are aware of all events and developments in relation to the day to day running of London Studio Centre
- Being available to assist with the smooth running of all productions and attending LSC performances on a professional basis to entertain guests of LSC (at least four during an academic year)
- Encouraging a positive and supportive working environment for the team
- Attending staff performance review meetings as required, undertaking staff development or training courses that are mutually deemed appropriate and participating in LSC's CPD Recognition Scheme.

To Whom Responsible:

Head of Student Programming, Director

Employment Details:

Job Role:	Timetable Coordinator	Line Manager:	Head of Student Programming
Contract Type:	Full time, permanent following successful probation	Area of work:	Scheduling/Student Support
Pay Grade:	Grade 2.0	Salary:	Circa £30k Depending on experience
Working hours:	Monday to Friday, 8.45-4.45pm	Location:	Onsite, London Studio Centre, North Finchley

Person Specification:

Attributes: Knowledge	Essential/Desirable
Experience of working within the performing arts industry, specifically dance sector	E
Experience, knowledge and understanding of the dance and theatrical industry	E
Experience of scheduling	E
Excellent IT Skills – particularly MS Excel, Word and Outlook	E
Ability to adapt and utilise new computer systems (register/scheduling/moodle)	E
Experience of working within Higher Education	D
Attributes: Qualification	Essential/Desirable
Degree level qualification (however candidates with particularly strong experience and no Degree are encouraged to apply)	D
Attributes: Organisation and Personal Skills	Essential/Desirable
Excellent attention to detail and accuracy skills	E
Excellent administrative and organisational skills	E
Ability to deal with confidential and sensitive information	E
Excellent communication and interpersonal skills, with the ability to work with a range of people	E
Ability to utilise experience and quickly adapt to new tasks	E
Ability and willingness to adapt to changing pressures and workload demands	E
Proven ability to work pro-actively as part of a team	E
Positive, can-do attitude with an ability to work creatively to find solutions	E
Good time management skills	E
Ability to work calmly under pressure	D
Attributes: Other	Essential/Desirable
Proactive approach to continuing professional development	E
An understanding of UK HE policies, practices and academic regulations in relation to student administration and support	D
Current DBS	D
First Aider	D

Guidance notes

Application

To make an application, please send the following:

- CV and Cover letter
- [Equal Opportunities Monitoring form](#)

Please send these to humanresources@londonstudiocentre.ac.uk by **9am, Monday 6th November 2023**.

If you have any questions regarding the position, please do not hesitate to contact Human Resources on the above email or at 02075202800.

Please note:

- Should you require this application in another format please do not hesitate to contact us
- All correspondence will be made by email, please therefore make sure a valid email address is provided and checked during the application process

Interview

LSC aims to notify candidates as soon as possible after the closing date whether they have been invited for an interview. These will take place at a mutually agreed time shortly after the closing date.

Exact start date to be negotiated.

Outcome

London Studio Centre will endeavour to inform all applicants of the outcome of their application (by email); however, if you have not received an invitation for interview from LSC within two weeks of the deadline, please assume that your application has been unsuccessful.

Please note we are unable to provide feedback to unsuccessful applicants regarding their application/ interview.

Final appointment is subject to receipt of satisfactory references.

Equal Opportunities

London Studio Centre is committed to being an Equal Opportunities employer. We welcome applications from all suitably qualified persons regardless of their gender, disability, race, culture, religion/belief, sexual orientation, age, socio-economic background, class, mental health or caring duties.

We are keen to hear from people from underrepresented groups in the performing arts (including people who are Black, Asian, Dual Heritage or from the Global Majority, D/deaf and Disabled people; people who are from lower socio-economic backgrounds; and/or people with caring responsibilities; or any other under-represented backgrounds in the performing arts sector).

Data Protection

London Studio Centre conforms with the Data Protection Act (1998) and General Data Protection Regulation (2018) and will treat all information received with the relevant security.