



**JOB APPLICATION PACK:
LIBRARY ASSISTANT**

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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 ballet, contemporary dance, jazz & commercial 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) Professional Dance Performance 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 ballet, contemporary dance, jazz & commercial dance and musical theatre, a Foundation degree in 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 Professional Dance Teaching 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 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 not 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

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: LIBRARY ASSISTANT

General Functions:

To assist the Librarian in the running of the library.

Consultation:

In carrying out their duties the Library Assistant will consult with the Librarian, Director, Dean of Studies, Head of Student Programming, and other staff and students of London Studio Centre, where necessary. It will also be necessary to consult with other outside organisations where appropriate.

Principal Duties and Responsibilities:

Library Services

- Keeping the library organised on a day-to-day basis, this would include keeping the library stock tidy and ordered, stocked and organised.
- Oversee the running of the library, including:
 - Lend and return library resources
 - Manage fines and reservations
 - Add credit to student printer accounts
 - Keep library stock tidy and in strict order (daily shelf check/tidy)
 - Return all resources to the correct place on the shelves
 - Archive daily press cuttings
- Support students with all aspects of library use including inductions into the library, locating information on the shelves and the library catalogue and online bibliographies
- Supporting students with referencing and the use of Harvard Referencing style
- Assisting faculty with requests including photocopying
- Contributing to the weekly bulletin

Digitalising library provision

- Prepare and upload lecture material to LSC's virtual learning environment (Moodle)
- Upload to the library's Planet EStream collection, including the digitalising of videos and DVDs

Reporting

- Update the Copyright Licencing Agency reporting spreadsheet
- Provide statistics regarding resource usage for committee meetings

General Duties

- Assist other departments in any general duties to ensure the smooth running of London Studio Centre. This could include general administration assistance, assisting students with their requirements or looking after visitors
- Ensure any dealings with students are documented
- Attend all meetings as designated. To document all meetings that you are involved in, both in and away from the office, in the central diary
- Ensure you are aware of all events and developments in relation to the day to day running of London Studio Centre
- Attend staff performance review meetings as required
- Attend any staff development or training courses that are mutually deemed appropriate.

To Whom Responsible:

Librarian, Director

Employment Details:			
Job Role:	Library Assistant	Line Manager:	Librarian
Working hours/terms:	£11.44 per hour Hours TBA, Part-time role predominately term time on a Mon/Tues, additional shifts may also be available		
Location:	London Studio Centre, North Finchley		

Person Specification:	
Attributes	Essential/ Desirable
Knowledge: <ul style="list-style-type: none"> • Experience of working in a library • Experience of working with Moodle-based Virtual Learning Environment • Excellent IT Skills - particularly MS Excel, Word and Outlook and willingness to adapt to new systems • Interest in IT and confidence in using and exploring new technologies to advance the use of the library • An understanding of UK HE practices 	D D D D D
Qualifications: <ul style="list-style-type: none"> • Degree level qualification ideally in Dance/Performing Arts (however candidates with particularly strong experience and no Degree are encouraged to apply) 	E
Organisation and personal skills: <ul style="list-style-type: none"> • Friendly and helpful manner • Confident to work alone • Confident to accurately follow instructions and take responsibility • Excellent attention to detail and accuracy skills • Excellent communication and interpersonal skills • Excellent administrative and organisational skills • Positive, can-do attitude • Good time management skills • Responsible to deal with handling and monitoring cash • Commitment to the role 	E E E E E E E E E E
Other: <ul style="list-style-type: none"> • Proactive approach to continuing professional development • Current DBS • First Aider 	D D D

Guidance notes

Application

To make an application, please complete the following:

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

Please send these to humanresources@londonstudiocentre.ac.uk. Applications will be reviewed as they arrive, we therefore recommend early applications. However, the deadline for applications is **9am, Friday 23rd August 2024**.

If you have any questions regarding the position, please do not hesitate to contact Human Resources at the above email or 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. Interviews will be conducted during August.

The proposed start date is September 2024.

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.