

Job title: Event Delivery Staff

Department/section: Engagement

Reporting to: Arts Unlocked Programme Manager

Main purpose of job:

- To support Arts Unlocked team to deliver a busy and varied programme of events and activity throughout March-June 2019
- To represent the SU at Arts Unlocked events and undertake a range of operational tasks
- To welcome and provide support to UAL students at Arts Unlocked events

Main duties:

- Events support: to assist with set up, delivery and take down of a number of a large and small scale events throughout March-June 2019
- To be fun, friendly, energetic and approachable to help students get to know each other and enjoy their time at events
- Actively engage with UAL students, making students feel welcome and promoting upcoming events
- Record attendance and collect data at events
- To be familiar with SU services and upcoming events to provide advice to students as required
- Reporting feedback to the Programme Manager and Curator team on the events
- Any other duty considered appropriate for the job level

Benefits of the role:

- Be part of a warm and fun team
- Meeting students from across the university
- Gain experience in a variety of roles
- A great reference for future employers
- London Living wage

Please be aware some of these activities involve evening and weekend work. It is essential that you are available for shifts from March – June (see dates below).

Key Dates:

Deadline for Applications: **Monday 11th March, 12 noon**

Interviews: **Wednesday 13th March**

Training Day: **Wednesday 20th March**

Event dates: **22nd March (evening), 26th March (afternoon), 3rd April (evening), 4th April (morning)**

Person Specification

Criteria	Essential	Desirable
Qualifications:	<ul style="list-style-type: none"> • A current student at UAL or recent graduate 	<ul style="list-style-type: none"> • Awareness of Safeguarding • DBS Checked
Skills/ competencies:	<ul style="list-style-type: none"> • Ability to communicate effectively with people of all ages and backgrounds • Good time-keeping skills • Ability to work on your own initiative • Ability to work within a team • Outgoing and friendly approach 	<ul style="list-style-type: none"> • Knowledge of SU Activities
Previous experience:	<ul style="list-style-type: none"> • None Required 	<ul style="list-style-type: none"> • Any work experience (voluntary included) • Previous events support experience
Personal qualities:	<ul style="list-style-type: none"> • Ability to work some evening and weekends • Flexibility to work at all UAL campuses & multiple locations across London • Proactive approach to dynamic situations • Approachable and friendly • Responsible • Reliable • Organised • Flexibility - able to adapt to different roles and working environments 	