

JOB DESCRIPTION

Job Title: Events and Exhibitions Manager	Accountable to: Head of Internal and External Relations	
Contract Length: One year fixed term	Hours per week/FTE: 35	Weeks per year: All
Salary: £33,653 - £41,329 per annum	Grade: 4	
College/Service: London College of Communication	Location: Elephant & Castle	

Purpose of Role:
London College of Communication is a pioneering world leader in creative communications education. We nurture and develop the critical, creative, and technical excellence needed to discover new possibilities and practices in creative communications, through a diverse, world-leading community of teaching, research and partnerships with industry. Future plans for the College include a cutting edge new building that will allow us to explore our approach to learning and teaching, engaging with our communities, and contribution to the wider creative and cultural landscape.

London College of Communication runs an annual programme that showcases the heritage and influence of our staff, students and graduates as well as the future of our diverse disciplines in design, media and screen. The purpose of this role is to manage, develop, and deliver the College's programme of events and exhibitions and related activities aimed at broadening and diversifying our audiences, enhancing the College's profile and brand to further strengthen our established global reputation. The programme will attract new audiences, contribute to the positive experiences of our staff, students and graduates, and further build on our external relationships and networks in the relevant creative sectors.

Duties and Responsibilities

Principal responsibilities

- To manage, develop and deliver a programme of events and exhibitions for London College of Communication including degree shows, postgraduate shows and public programme activity.
- To manage, deliver and support organisational, logistical and administrative aspects of College exhibitions and events both on and off site.
- To lead on the organisation, installation and take down of all College-wide exhibitions including the degree and postgraduate shows; managing resources, providing specialist advice and guidance, and liaising with staff and students to manage requests and install.
- To support event and exhibition organisers at the College including the Students Union, academics and other departments to ensure the smooth running of all events and exhibitions at the College.
- To work closely and collaboratively with key stakeholders including estates, health and safety advisors, technical teams and academics to schedule, develop and deliver events and exhibitions at the College.
- To ensure all events and exhibitions are fully risk assessed and all legal and licensing requirements have been met.
- To organise and oversee the work of contractors in maintaining the upkeep of gallery spaces and installing exhibitions.
- To ensure contractors complete and submit relevant paperwork required for exhibition install and takedown, including Risk Assessments, Method Statements, Construction Phase Plans, working at height permits and they are fully competent with appropriate training to carry out any works on and off site.
- To undertake appropriate technical equipment and tool review and assessments, ensuring the safety of all equipment used by the Events and Exhibitions Team, gallery technicians, staff and students.
- To manage trade accounts ensuring stock levels of materials used for exhibitions and events are equally reviewed and materials fall within Health and Safety guidelines with the main focus on sustainability.
- To represent the Department at College wide meetings such as the Building Users Group.
- To proactively contribute to the development of the public programme by exploring new ideas, initiatives and potential partnership opportunities.
- To work closely and collaboratively with the Communications, Digital and Marketing teams on the

branding and promotion of exhibitions and shows ensuring these events are maximised as student recruitment and profile-raising opportunities for the College.

- To work closely with the External Relations and Digital Content Teams to complete timely online event listings for exhibitions and events in line with College branding and tone of voice guidelines.

Operations and management

- To line manage and develop the Exhibitions Coordinator and Events and Venue Partnership Coordinator in line with University policies and procedures, instilling a positive team culture and proactive approach.
- To manage and organise ArtsTemps involvement in events and exhibitions, including Gallery Technicians and Event Assistants.
- To respond to incoming exhibition and event requests as appropriate in a professional manner.
- To proactively review and evaluate activities by developing, implementing and managing effective systems to collect appropriate audience data, monitor and measure activities, and evaluate and report on their success.

To work with event organisers to set up and manage project budgets for events and exhibitions.

- To routinely monitor the event and exhibitions budgets, run financial reports when required and contribute to monthly budget monitoring meetings.
- To raise purchase orders and process payments for relevant budgets.

Departmental ways of working

- To work with the Head of Internal and External Relations to embed a new agile working approach across the team, focusing on four key areas: environment, structure, process and attitude.
- To deliver core output for events, exhibitions and brand.
- To contribute to Department-wide sprint campaigns delivering the fast turnaround of specific outputs that are measurable and time sensitive.
- To take an evidence-based approach to all areas, developing effective analytics and reporting tools.
- To act as a brand champion for London College of Communication.
- To work towards a fully integrated virtual curatorial team across the College to develop and deliver an annual programme that showcase the School specialisms in design, media and screen and reflects the broad range of approaches and disciplines within the College.
- To collaboratively work with and support the External Relations, Digital Content and Marketing teams as appropriate.
- To work closely with academic, research and technical colleagues and students, to take a holistic approach to the programming and delivery of events and activities and foster a positive culture of collaboration.
- To develop effective working relationships with events and exhibitions colleagues across the University and the other Colleges.

Other responsibilities

- To represent London College of Communication at relevant profile events.
- To undertake some late evening and occasional weekend work.
- To perform such duties consistent with your role as may from time to time be assigned to you anywhere within the University.
- To undertake health and safety duties and responsibilities appropriate to the role.
- To work in accordance with the University's Equal Opportunities Policy and the Staff Charter, promoting equality and diversity in your work.
- To undertake continuous personal and professional development, and to support it for any staff you manage through effective use of the University's Planning, Review and Appraisal scheme and staff development opportunities.
- To make full use of all information and communication technologies in adherence to data protection policies to meet the requirements of the role and to promote organisational effectiveness.
- To conduct all financial matters associated with the role in accordance with the University's policies and procedures, as laid down in the Financial Regulations.

Key Working Relationships: Managers and other staff, and external partners, suppliers etc; with whom regular contact is required.

- Internal and External Relations Department
- College Management Team
- Academic, research, technical and professional colleagues across the College and UAL
- Estates Team
- Health & Safety Advisor
- Information Centre Team
- Students' Union Bar Manager
- Business and Innovation Team
- External contacts
- Human Resources

Specific Management Responsibilities

Budgets: Yes.

Staff: Exhibitions Coordinator and Events and Venue Partnerships Coordinator.

Other (e.g. accommodation; equipment): Gallery spaces and gallery equipment.

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Signed _____ Date of last review _____
(Recruiting Manager)

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Grade: 4

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none">- Knowledge of and an interest in creative communications including design, media and screen and/or the arts.- Knowledge of other major creative, cultural and higher education institutions.- Relevant qualification, ideally in a communications-based subject and/or the arts (degree or advanced professional qualification).- Knowledge of health and safety policies and procedures.- Knowledge of contractor management regulations.- Knowledge of event and exhibition programming and curation.
Relevant Experience	<ul style="list-style-type: none">- Proven experience in developing, planning, managing and delivering a programme of exhibitions and events.- Proven experience in exhibition and gallery development and management.- Experience of managing a range of projects with minimum supervision.- Experience of working in a dynamic, fast-paced and pressured work environment.- Experience of the education or not-for-profit sector.- Experience of working both independently and collaboratively.- Experience of working collaboratively with communication and/or academic colleagues.- Experience of line management.- Experience of budget and resource management.
Communication Skills	<ul style="list-style-type: none">- Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	<ul style="list-style-type: none">- Motivates and leads a team effectively, setting clear objectives to manage performance.
Professional Practice	<ul style="list-style-type: none">- Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and Managing Resources	<ul style="list-style-type: none">- Plans, prioritises and organises work to achieve objectives on time.
Teamwork	<ul style="list-style-type: none">- Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	<ul style="list-style-type: none">- Builds and maintains positive relationships with students or customers.
Creativity, Innovation and Problem Solving	<ul style="list-style-type: none">- Uses initiative or creativity to resolve problems.

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