

JOB DESCRIPTION

Job Title: Events & Showcasing Coordinator **Accountable to:** Enterprise & Events Manager

Contract Length: Permanent **Hours per week/FTE:** 35 hours **Weeks per year:** 53

Salary: £28,839 - £35,205 **Grade:** 3

College/Service: Careers and Employability **Location:** High Holborn

Purpose of Role:

The Events and Showcasing Coordinator role will plan, develop, and produce a mix of enterprise and employability related events to benefit UAL's creative students and graduates.

The post holder will manage all event logistics, including; space and venue bookings and set up, supplier liaison, catering, and communications with College and Estates staff, speakers, participants and attendees.

Events currently include: Part-Time Job Fair, Creative Enterprise Week, Trade show stand at Pulse, Graduate Futures Week, Creative Enterprise Awards and special events within **not just a shop**.

University of the Arts London is Europe's largest specialist arts and design university, with close to 19,000 students from more than 100 countries. It is a vibrant world centre for innovation, drawing together six colleges with international reputations in art, design, fashion, communication and performing arts.

The role of Careers & Employability is to enhance the student experience by providing support for the development of talent at the university, by building enterprise and employability skills for our student and graduate community.

Duties and Responsibilities

- Plan, coordinate, and produce a major cross-disciplinary cross-college event aimed at graduating students so that they are best prepared for their professional future.
- Work with Enterprise Practitioner to plan and deliver an intensive programme of talks and workshops to support and encourage enterprise activity amongst UAL students and graduates.
- Organise and curate group exhibition of work by student and alumni designer-maker businesses at Top Drawer / Pulse trade show.
- Coordinate or assist with any special events in Careers & Employability's enterprise and retail space **not just a shop**.
- Plan, coordinate and produce an annual job fair so that students get valuable and relevant work experience and paid work opportunities whilst studying or alongside their creative practice.
- Coordinate and produce annual awards event to reward and celebrate UAL students and graduate enterprises and entrepreneurial activities.
- Manage all event logistics, including; space and venue bookings and set up, catering, and liaising with College and Estates staff.
- Work with Enterprise Practitioner and Events & Enterprise (E&E) Manager to source external and UAL based speakers, contributors and partners that expose and connect our students and graduates to both UAL and creative and cultural industries opportunities, resources and services.
- Regularly liaise with event partners, speakers and contributors, including sending out agreements and confirmations to ensure smooth delivery of all events.
- Efficiently undertakes all related administrative work, including; updating records and spreadsheets, mail merge, printing and filing, and preparing presentations.
- Set up and monitor event bookings, and deal with any related enquiries
- Consistently work to planned deadlines
- Maintain regular monitoring and management of defined resources and budgets
- Ensure all events are adequately publicised (digital and printed matter), marketed and promoted by working with C&E Marketing Team.
- Assisting at and organising of meetings
- Respond to general correspondence, emails and telephone enquiries related to events programme
- Generate report data and monitoring figures as required
- Attending relevant UAL and external meetings as required
- Undertake any other Career and Employability/UAL related duties as required
- 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 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:

- Enterprise & Events Manager
- Enterprise Practitioner
- Not just a shop Manager
- Head of Careers and Employability
- Deputy Head, Careers and Employability

Specific Management Responsibilities

Budgets: TBC

Staff: N/A

Other:

Job Title: Events Coordinator

Grade: 3

Person Specification

Specialist Knowledge/ Qualifications	<p>Knowledge of Employability and Enterprise Education in the HE Sector (desirable)</p> <p>Knowledge and understanding of creative student and graduate professional development needs (desirable)</p> <p>Degree or higher level qualification (desirable)</p>
Relevant Experience	<p>Events Coordination / Management</p> <p>Experience in the creative industries (desirable)</p> <p>Experience in education environment or working with students or graduates (desirable)</p>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional groups.</p> <p>Develops collaborations with internal and external stakeholders</p>
Student Experience or Customer Service	Understands student and graduate needs and provides a positive and responsive experience and service.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems