

JOB DESCRIPTION		
<b>Job Title:</b> Events and Venue Partnerships Coordinator	<b>Accountable to:</b> Events and Exhibitions Manager	
<b>Contract Length:</b> 1 year fixed term	<b>Hours per week:</b> 35	<b>Weeks per year:</b> 52
<b>Salary:</b> £28,274 - £34,515 per annum	<b>Grade:</b> 3	
<b>College/Service:</b> London College of Communication	<b>Location:</b> Elephant and Castle	
<b>Purpose of Role:</b> <p>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.</p> <p>London College of Communication runs an annual programme of exhibitions and events 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 support the development and delivery of the College's events programme as well as developing new opportunities for relevant and dynamic income generating venue hire partnerships aimed at broadening and diversifying our audiences, enhancing the College's profile and brand and further strengthen our established global reputation. The events will attract 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.</p>		
<b>Duties and Responsibilities</b>		
<b>Principal responsibilities</b> <ul style="list-style-type: none"><li>• To work with the Head of Internal and External Relations, Director of Business and Innovation, Events and Exhibitions Manager, academics and other colleagues across the College to identify and cultivate new venue partnership opportunities.</li><li>• To work with external partners within design, media and screen and our local communities to develop new opportunities including strategic partnerships and collaborations, which will benefit the academic and cultural life of the College.</li><li>• To oversee the process of student engagement and student feedback in relation to our core College events.</li><li>• To contribute to enhancing the reputation and raising the profile of the College by collaboratively working with the wider Internal and External Relations team on events for press, prospective and current donors, visitors and key decision makers.</li><li>• To build relationships with key internal stakeholders to contribute to the development of the event programme and ensure they are kept up to date with events, specifically public programme activity.</li><li>• To undertake research into external audiences including graduates, the local community and interested public and use the intelligence to inform the development of the event programme.</li><li>• To manage incoming venue partnership enquiries.</li><li>• To work with the Events and Exhibitions Manager and Exhibitions Coordinator to develop and deliver events associated with degree shows and postgraduate shows.</li><li>• To work with the Graduate Engagement Manager and External Relations team to develop and maintain effective mailing lists using Raisers Edge database.</li></ul>		
<b>Operations and coordination</b> <ul style="list-style-type: none"><li>• To manage and organise ArtsTemps involvement in events and exhibitions, for example Event Assistants.</li><li>• To raise purchase orders and process payments for relevant budgets.</li><li>• To have sole responsibility for managing incoming venue hire requests ensuring all new business enquiries are dealt with efficiently.</li><li>• To work with the Exhibitions Coordinator to manage the events inbox, compiling and responding to event and exhibition request forms, answering related enquiries, updating all calendars and sending the weekly events and exhibitions updates.</li><li>• To coordinate arrangements with staff across the College and with external suppliers and partners in order</li></ul>		

to successfully deliver events and related activities to required professional standards (e.g. sourcing venues, front of house, booking of spaces, technical support, catering, staffing etc).

- To work with the Events and Exhibitions Manager and Exhibitions Coordinator to develop, implement and manage effective systems to collect appropriate audience data, monitor and measure activities, and evaluate and report on their success.
- To develop effective working relationships with events and exhibitions colleagues across the University and the other Colleges.
- To liaise with the Information Centre to ensure exhibitions/events are booked correctly and appropriate staff informed and briefed to give the best service experience.
- To work with the External Relations team and Digital Content team on event and exhibition listings, compiling all information and creating the listing online.

### **Departmental ways of working**

- To work with the Events and Exhibitions Manager to embed a new agile approach, 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, contributing to analytics and reporting.
- To act as a brand champion for London College of Communication.
- To work as part of an agile curatorial team across the College, to develop and deliver a programme of events and venue partnerships that showcase School specialisms in design, media and screen and reflect the broad range of approaches and disciplines within the College.
- To work collaboratively with and support the External Relations, Digital Content and Marketing teams as appropriate.
- To work with the Events and Exhibitions Manager, Exhibitions Coordinator and Graduate Engagement Manager to take a holistic approach to the wider programming of events and activities at the College.

### **General responsibilities**

- To represent London College of Communication at relevant external 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
- Business and Innovation Team
- External contacts
- Human Resources

**Specific Management Responsibilities**

**Budgets:** None

**Staff:** None

**Other** (e.g. accommodation; equipment): None

**HERA Ref LCC-2015-12**

Signed \_\_\_\_\_ Date of last review \_\_\_\_\_  
(Recruiting Manager)

**Job Title: Events and Venue Partnerships Coordinator**

**Grade: 3**

Person Specification	
Specialist Knowledge/Qualifications	<ul style="list-style-type: none"><li>• Knowledge of and an interest in creative communications including design, media and screen and/or the arts.</li><li>• Knowledge of other major creative, cultural and higher education institutions.</li><li>• Relevant qualification, ideally in a creative communications-based subject or the arts (degree or advanced professional qualification).</li><li>• Knowledge of event management within a creative, cultural or higher education institution.</li></ul>
Relevant Experience	<ul style="list-style-type: none"><li>• Experience of coordinating a range of projects with minimum supervision.</li><li>• Experience of delivering a wide range of events and related activities.</li><li>• Experience of developing venue partnerships.</li><li>• Experience of proactively programming events and exhibitions.</li><li>• Experience of working in a dynamic, fast-paced and pressured work environment.</li><li>• Experience of the education or not-for-profit sector.</li><li>• Experience of working both independently and collaboratively.</li><li>• Experience of working collaboratively with communication and/or academic colleagues.</li></ul>
Communication Skills	Communicates effectively orally, in writing and/or using visual media.
Leadership and Management	Self-motivated and self-starter.
Research, Teaching and Learning	Ability to understand and communicate effectively with both academics and external partners.
Professional Practice	Contributes to advancing professional practice/research or scholarly activity in own area of specialism.
Planning and Managing Resources	Plans, prioritises and organises work to achieve objectives on time.
Teamwork	Works collaboratively in a team and where appropriate across or with different professional groups.
Student Experience or Customer Service	Builds and maintains positive relationships with students or customers.
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems.