

## JOB DESCRIPTION AND PERSON SPECIFICATION

**Job Title:** Event Build Manager

**Accountable to:** Infrastructure Manager

**Contract Length:** Permanent

**Hours per week/FTE:** 35 hrs / 1.0 FTE

**Weeks per year:** 52

**Salary:** £33,653 - £41,329 per annum

**Grade:** 4

**College/Service:** Central Saint Martins

**Location:** King's Cross/Archway

### Purpose of Role:

Central Saint Martins (CSM) is a world-famous arts and design college and part of University of the Arts London.

CSM offers courses across nine programme areas including Art, Product, Ceramic and Industrial Design, Culture and Enterprise, Drama and Performance, Fashion, Graphic Communication Design, Spatial Practices, Jewellery and Textiles, Foundation and Access to HE

CSM also offers an extensive event programme which allows the college sites within King's Cross and Archway open its door to the public seeing a footfall of approximately 100,000 visitors per year. During the college's foundation and degree show open days, CSM can see around 50,000 visitors making us one of the top destinations in London during those weeks.

This role will provide strategic expertise to support all CSM build activity with specialist guidance. You will liaise and report to the Infrastructure Manager on operational day to day issues and to ensure that the service user experience meets the University's defined professional and quality standards.

### Duties: Responsibilities

- To ensure all course or event related exhibitions and structures are designed and managed appropriately taking into account build technique, processes, materials, resources, install and de-install
- To contribute to the design, planning, development and delivery of Degree show activities, supporting staff requirements, student learning and research, liaising with Technical coordinator and academic staff informally and formally through meetings.
- To identify and recommend new or existing technologies to improve services
- To ensure all projects are appropriately budgeted for and managed effectively.
- To hold a key role in the college capital bid process and project planning.
- To assist the Infrastructure Manager with our onsite and offsite shared storage facilities
- To manage on hand stock to ensure it is purchased in the most cost efficient way, accounted for and cross charged accordingly
- To manage the individual build team members.
- To undertake and oversee the selection of the build team employees.
- To advise on the enhancement, development and maintenance of degree shows within the college.
- To support the Infrastructure Manager with all summer works planning and implementation, including all capital expenditure.
- To oversee and undertake college planned preventative and repair maintenance
- To provide advice and guidance in collaboration with the Health and Safety Advisor for the college with undertaking risk assessments for contractors and continually monitor for service improvements (in liaison with Facilities management team)
- To lead on sustainability within all allocated projects, proactively offering sustainable and cost effective solutions, the recycling of general materials, equipment and furniture
- To perform such duties consistent with the 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 through the 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:**

- Internal
  - **Infrastructure and Events:** Infrastructure Manager, Events Operations Manager, Senior Events Scheduling Manager and the wider team
  - **College Management:** Head of Building Operations and Events, Head of Technical Resource, Head of College, Director of College Administration
  - **College Academic and Technical:** Academic staff, External Liaison Coordinators, Technical Co-ordinators, LTS staff, Theatre technical team
  - **College Administration:** Finance Manager and finance staff, Health and Safety Adviser, Timetabling Team
  - **Estates:** Building management staff, facilities assistants
  - **Students**
  - **Other UAL Departments:** UAL Finance, Arts Temps, UAL Event Organisers
- External
  - **Designated contractors:** security, catering etc
  - **Clients**
  - **External producers and event organisers**

#### **Specific Management Responsibilities**

**Budgets:** Project specific

**Staff:** Build team technicians

**Other:** Build related supplies and stock

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

**Job Title: Event Build Manager****Grade: 4**

The application form sets out a number of competence questions related to some of the following selection criteria. Shortlisting will be based on your responses to these questions. Please make sure you provide evidence to demonstrate clearly how you meet these criteria

Person Specification	
Specialist Knowledge/ Qualifications	<p>Extensive knowledge of show builds and temporary structures</p> <p>Ability to understand and explain technical/specialist terms commonly in use in own area of work, conveying information of a complex, conceptual and specialist nature adapting communication and media to suit the audience.</p> <p>An excellent understanding of health and safety and evidence of working within an effective management system</p>
Relevant Experience	<p>Proven ability to manage resources and budgets</p> <p>Proven ability to manage a casual team</p> <p>Proven ability of prioritising workloads</p>
Communication Skills	<p>Communicates effectively orally, in writing and/or using visual media.</p>
Leadership and Management	<p>Supervises and motivates individuals or a team effectively, setting clear objectives to manage performance</p>
Research, Teaching and Learning	<p>Uses effective teaching, learning or professional practice to supports excellent teaching, pedagogy and inclusivity</p>
Planning and Managing resources	<p>Plans, prioritises and organises work to achieve objectives on time</p>
Teamwork	<p>Works collaboratively in a team and where appropriate across or with different professional</p>

	groups
Student Experience or Customer Service	Provides a positive and responsive student or customer service
Creativity, Innovation and Problem Solving	Uses initiative or creativity to resolve problems

**Last updated: Feb 18**