

Events Manager

Phantom Committee - Union of Students

Role details

Time Commitment: Varying throughout the year with an average of 5 hours a week

Responsible to: Vice President (Community) and Head of Radio

Ideal personal qualities

- Great organizational skills
- Driven and motivated
- Good communication skills
- Able to balance multiple projects at once
- Event management skills
- Able to work well as part of a team

Duties and responsibilities

- Source events relevant to the radio and be responsible for securing interviews with artists whenever possible
- Work with the university responding to all emails and attending meetings about paid work such as open days and graduation ceremonies.
- Liaise with the Social Media Assistant and Head of Marketing to keep them informed about the stations upcoming events and promotions
- Work with the Head of Radio to ensure that the Radio Station has the best reputation and runs in a professional manner
- Ensure the Studio is kept tidy for everyone and that the portable equipment is returned safely after events.
- Plan phantom events such as live acoustic sessions and fresher's fair

Opportunities

- A unique opportunity to put on events for Phantom Radio
- Gain skills in events management for radio

Benefits

- Gain a wide range of practical skills that will make you more employable
- Practical experience of being part of a team and report writing
- Gain experience in events management
- Relevant training/on-going personal development
- Gain experience in community work

Beneficial previous experience

- Experience in events management
- Experience of working in a team
- Organization skills

Training and support

- You will have access to a range of training with the Union and can request external training and trips to networking events