**2015 GRADUATION BALL COMMITTEE**

**Job Descriptions**

All these roles require excellent communication skills, organisational skills and an ability to develop and work within a tight fixed budget. All Ball Committee Members must be available for fortnightly meetings January-June and weekly meetings from June until the Ball and for set-up, clear-up and the running of the Ball on the night.

1. **President**

This role will lead the Graduation Ball Committee. The position requires excellent people-management skills, time-management and project-management experience. The ideal applicant will be able to develop excellent working relationships with the other Committee Members, the SU staff and any external contacts.

Responsibilities:

* Responsible for ensuring the Ball organisation is progressing in budget and on time and for the delivery of the event itself (in conjunction with SU supervision).
* To be the first point of contact for the SU, for the Committee themselves and for any external/media enquiries.
* Responsible for overseeing the work of the Committee as a whole; ensuring all members are working together, on time and towards the same aims and objectives of the event.
* To act as a point of contact for general enquiries/suggestions from members of the student body (non-Committee members) and to ensure the event meets the needs of all LSE Students.
* Arranging Committee meetings.
* Responsible for ensuring the Event meets any Licensing/Health & Safety/Risk Assessment/Access requirements and follows SU policies and procedures as required.
* To delegate tasks as required (with SU supervision.)
* To ensure the ball is in line with the SU’s equality and diversity policy.
1. **& 3) Logistics**

These roles are responsible for the practical delivery of the Graduation Ball. These roles require excellent organisational/administrative skills, to work as a team and to take a pro-active approach. They will need to develop effective working relationships with external contractors - reliability and professional communication skills are therefore essential. Applicants should be able to work well as part of a team and bring together at times complex information from varying sources.

* Researching suppliers and collecting quotes (Furniture Hire, Marquee Hire, Venue Hire as appropriate.)
* Sourcing equipment and services (Audio-Visual, Power, Lighting, Sound etc)
* Reporting to the committee on viable options for the event (within budget constraints) and implementing Ball decisions.
* Coordination of suppliers: managing deliveries, set-up, clear-up and return of equipment and services.
* Sourcing Security (+ Radios/Wristbands/Ticketing etc)
* Sourcing and supervising student staff.
* Sourcing Food/Drink as required.
* All other tasks as required.
1. **Ents/Scene**

This role is responsible for sourcing and overseeing the entertainment for the Ball; including any musical/non-musical acts and Roaming Ents as required. Negotiation skills are very important for this role in order to find acts within the Ball’s budget. This role is also responsible for delivering the Ball’s Theme via scenery and decoration and will oversee the Committee’s creative vision for the event (design skills are desirable.)

* Planning and scheduling all Ball Entertainment in line with the Ball Theme and ensuring the smooth-running of the Ents on the night.
* Sourcing Student Performers as required (inc. organising auditions.)
* Liaising with external agents/promoters to book external acts/performers (with SU assistance/supervision.)
* To agree performers/acts requirements in advance and to ensure any performers/acts requirements are met.
* To source Roaming Ents as required and to ensure their requirements are met.
* Responsible for the scenery/decoration of the Ball – conceptualising, planning and execution.
* Linking the Scenery/Décor to any Theme (as decided by the Committee as a whole) and maintaining a creative vision.
* All other tasks as required.
1. **Treasurer & Fundraising/Sponsorship**

This role is responsible for monitoring and controlling all Ball expenditure; reporting back to the SU and ensuring the event sticks to the agreed budget. They are also responsible for sourcing and generating additional funds and Sponsorship for the event. Negotiation skills,

(particularly when working with external companies), are particularly important in this

role. Accountancy skills are also essential.

* Managing the Ball Budget (with SU Supervision)
* Liaising with committee members re plans and associated costs /income/feasibility.
* Monitoring all income/expenditure and reporting back to the committee/the SU during meetings.
* Approving / denying Committee requests (after liaising with SU) in line with the Budget.
* Checking contracts (contractors/suppliers/sponsors/investors) with SU assistance.
* Ensuring payment details are all correct and that invoices are paid on time.
* Contacting relevant organisations/developing partnerships to secure funding/sponsorship for the event.
* Organising fundraising events/ Creative fundraising ideas as required.
* To be the point of contact for any sponsors/investors.
* All other tasks as required.
1. **Marketing & Comms**

This role is responsible for marketing the Graduation Ball to the student body and liaising with the SU Communications Team. They will be responsible for planning and ensuring the implementation of a Marketing & Communication strategy to ensure the event is well publicised and attended. This role also requires creative input (website artwork, posters, programmes etc.) and a good level of artistic ability/design skills would be beneficial.

* Planning a Marketing and Communications Strategy (digital and physical.)
* Overseeing the schedule and implementation of the Strategy in conjunction with the SU.
* Creating copy for the event.
* Sourcing imaging/inspiration for promotional materials.
* Liaising with the SU Comms team to design the promotional materials.
* Proofreading
* Monitoring success of the Strategy (i.e. click through rates, ticket sales) and reporting back to the committee.
* Creating and managing social media accounts.
* Ensuring all printed materials (both pre-event and any required on the night) are ordered in time.
* All other tasks as required.