

**Events Programme Administrator Advert**

**Accountable to: Events Manager**

**Salary: £19,247 pro rata**

**Responsible for: Administrating the Events Programme at LSESU**

**Hours: 37 hours**

**Location: LSE**

**Term: 8 month Fixed Term Contract (Sept 2014-April 2015)**

The London School of Economics’ Students’ Union is a registered charity providing representation, support and commercial activities for the student body.

The SU hosts a full program of events (student, departmental and external) throughout the year. Our new site – the £24 million pound Saw Swee Hock Student Centre (named London Building of the Year by the Royal Institute of British Architects) hosts an 850 capacity nightclub/conference space, a 300 capacity Pub, an 150 capacity Bar/Roof Terrace and a series of other function spaces available to book and hire in a prime central-London location.

LSESU is looking for an Events Programme Administrator to join the Events Team – working alongside the Events Manager to administrate a full and exciting programme of events for students/societies and to assist with the administration of the external events/conference programme.

You will be the first point of contact for all student/society/LSE department event enquiries; working closely with the SU Commercial Department, the SU Central Operations Department and other SU departments to ensure all event requirements are met, the internal events schedule is managed and all internal events can run smoothly.

The Events Programme Administrator will support the Events Manager in the development of the wider external events programme; having the opportunity to contribute creatively to online marketing campaigns/events branding, styling and aesthetic and assisting the Events Manager with the delivery of the major internal SU events: Summer Ball, Graduation Ball, Freshers’ Fair etc.

The successful candidate will ideally be enthusiastic about events, have some previous experience of event management, excellent interpersonal and communication skills with the confidence and professionalism to hold relationships at varying levels. The successful candidate should possess first rate administrative skills, be able to work quickly and accurately, to take pride in and ownership of their work and pay close attention to detail.