



**UNIVERSITY OF LINCOLN STUDENTS' UNION
JOB DESCRIPTION**

JOB TITLE: Entertainments Manager	DEPARTMENT: Commercial Services
LOCATION: Students' Union	REPORTS TO: Engine Shed Manager
SALARY: Grace 6, £28,332 per annum, 37 hours per week. Permanent	DATE: January 2020

Context	<p>The Students' Union is an independent body and exists to support students in both their academic and non-academic experiences; whilst working closely with the University and local community</p> <p>Student leaders are elected by the student body and supported by the staff's expertise to deliver services and represent student needs; to enhance the experience of all students at the University of Lincoln.</p>
Job Purpose	To be responsible for the management and delivery of a quality and varied entertainment's and event programme as part of the Union's overall Commercial Services Strategy.

KEY RESPONSIBILITIES

<i>Key Responsibility 1</i>	
Entertainment and Bookings	<p>To be responsible for creating an engaging Entertainment's Programme for members and their guests.</p> <p>To work closely with the Commercial Services team in order to ensure that service provision is of a high standard for all events run by the Union and external bookings.</p> <p>To actively seek new and innovative entertainment opportunities which the Union can implement as part of its service, to increase income revenue through both alcoholic and non-alcoholic events which cater for different stakeholders.</p> <p>To book acts, attractions & artistes and set in place all arrangements to ensure the planned events programme is delivered (music policy, décor, door entry etc) to a high standard.</p> <p>Work with the Health and Safety Advisor to ensure all events are risk assessed and with the Engine Shed Manager to ensure adequate provisions are in place for each event to run safely.</p> <p>To act as the contact with external Promoters such as SJM and Live Nation.</p> <p>To co-ordinate internal functions with the Engine Shed Manager and liaise with the respective departments in the Union who lead on these events.</p>



To coordinate the Union's student nights held in the venues and work with the Engine Shed Manager to create new income revenues for these events.

To negotiate all contracts for acts in line with financial regulations and to budget.

To liaise with the Union's Box Office to ensure the event ticket and bookings service is streamline and events are promoted in a timely manner.

Evaluate the entertainment programme on an ongoing basis and implementing improvements, making best use of the available resources

To oversee the allocation of staffing for events, including stewards / security & medical provision.

Setting, overseeing and taking financial accountability for the P&L's of each event, ensuring profitability.

Key Responsibility 2

Functions Hire

To work with the Events and Hospitality Manager, Marketing and Communications Manager and Engine Shed Manager to increase external bookings within the venues, ensuring that the service displays the values of the organisation.

To work closely with the Head of Commercial Operations in order to ensure that service provision is of a high standard for all events run by the Union and external bookings.

Actively promote the venues to encourage members and members of the public to hire out the facilities for events.

To provide advice and support to societies, sports and other student groups wishing to put on their own events.

Key Responsibility 3

Promotion

To liaise with the Marketing and Communications Manager & the Events Coordinator to ensure all events are promoted and members are informed of events.

To ensure all Union staff are aware of upcoming events through internal communication.

To build and maintain strong relationships with key event promoters, and student groups.

Key Responsibility 4

General Duties

Be responsible for the Management of the Events Coordinator, including carrying out appraisals and supporting them with their training and development requirements.

Be responsible for the Entertainments budget.

To be responsible for the leadership and management of the staff working within the Entertainments department, ensuring the staff work as an effective team.

To conduct regular market research and be aware of industry competition within the location of the venues.

To ensure that all events are organised so as to comply with all health and safety and licensing regulations



and security requirements.

Continuously build on successful brands and develop new branded events as necessary.

As required, to liaise with appropriate internal and external staff and/or organisations on health and safety, fire regulations, security and bar and catering provision and cleaning for all events.

In addition, undertake such duties as may reasonably be requested and that are commensurate with the nature and grade of the post.

ADDITIONAL INFORMATION

Scope and Dimensions of The Role	<p>Work in a manner that reflects the values of the organisation as shown in the Union's constitution and strategic plan, and in line with Union policies and procedures.</p> <p>Promote a positive image of the University of Lincoln Students' Union at all times.</p> <p>Keep abreast of relevant national and local developments and attend conferences, training events and meetings as necessary.</p> <p>Maintain confidentiality in respect of all areas of the job responsibilities and be aware of current policy relating to the Data Protection legislation.</p> <p>Engage in appropriate training programmes as identified by your line manager.</p> <p>Participate in the staff performance and development review scheme.</p> <p>Actively follow and promote Union policies.</p> <p>Some attendance at meetings outside normal office hours may be required.</p> <p>To undertake such other additional duties as may be required from time to time, within the overall scope of the appointment as directed by the Senior Management Team.</p>
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Key Working Relationships	<p>Head of Commercial Operations</p> <p>Events and Hospitality Manager</p> <p>Health and Safety Advisor</p> <p>Marketing and Communications Manager</p> <p>Students' Union SMT</p> <p>Executive Officers</p> <p>Union Staff</p>
External Contacts	<p>Agencies.</p> <p>Suppliers/ promoters</p> <p>University staff</p> <p>General Public</p>

Author	H. Coleman	Date Published	January 2020
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
PERSON SPECIFICATION**

Job Title: Entertainments Manager

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Degree or similar qualification	E	A
Experience: An understanding of the particularities of working within a democratic organisation Significant experience within the entertainment industry Significant experience of delivering an entertainment programme Significant experience of coordinating and managing events Experience of working within a multi-site organisation Significant experience of sourcing acts and artistes for events. Experience of working to budgets.	D E E E E E	A/I A/I A/I A/I A/I A/I
Skills and Knowledge: Able to co-ordinate a range of activities Able to prioritise work and retain composure in a busy environment Excellent literacy and communication skills, both oral and written Able to establish and maintain effective working relationships with a wide range of people Able to plan, monitor, deliver and evaluate projects Leadership and management skills Negotiating skills Proven ability to implement and deliver on targets.	E E E E E E E E	A/I A/I A/I A/I A/I A/I A/I A/I
Competencies & Personal Attributes: Commitment to the delivery of high standards of service. Proven ability in organising. Ability to work under pressure and make quick decisions Able to work as part of a team and under own initiative Ability to multi-task Understanding of, and commitment to, Equal Opportunities within the workplace. Personable and Professional in relationships with others. Flexibility and resilience	E E E E E E E	A/I/R A/I A/I A/I A/I A/I A/I
Business Requirements:		



May be required to work the occasional evenings and weekends

E

A/I

Essential Requirements are those, without which, a candidate would not be able to do the job. Desirable Requirements are those which would be useful for the post holder to possess and will be considered when more than one applicant meets the essential requirements.