



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

JOB TITLE: Entertainments Assistant	DEPARTMENT: Commercial Services
LOCATION: Students' Union	REPORTS TO: Entertainments Manager
SALARY: Grade 3a, £16,982, 37 hours per week, permanent	DATE: October 2017

Context	<p>The Students' Union is an independent body affiliated to the National Union of Students 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 support in the provision of a quality and varied entertainment's and event programme across all Union Commercial Venues under the provision of the Entertainments Manager.

KEY RESPONSIBILITIES

<i>Key Responsibility 1</i>
<p>To support the Entertainments Manager</p> <p>To support the Entertainments' Manager in the day to day operation of the department.</p> <p>To support and assist the creation of an engaging entertainment programme for members and their guests.</p> <p>To help build and create new events with the Entertainments Manager to increase income.</p> <p>To actively seek new and innovative entertainment opportunities which the Union can implement as part of its entertainment service and make recommendations to the Entertainments Manager.</p> <p>To assist the Entertainment Manager in booking acts, attractions & artistes</p> <p>To ensure all requirements for acts are catered for, including advancing, logistics, hotels & travel.</p> <p>To act as show rep / artist liaison when required.</p> <p>To support the Entertainments Manager and Events and Hospitality Co-ordinator in co-ordinating internal functions when required.</p>



To liaise with the Events and Hospitality Co-ordinator to ensure the event ticket and bookings service is streamline and events are promoted in a timely manner, assisting in ticket counts and any other Box Office function as and when required.

Key Responsibility 2

Marketing and Promotion

To assist in producing detailed publicity material for events with the Entertainments Manager and Marketing and Communications department.

To support the entertainments' Manager with marketing and maximising the use of all social media platforms and promotional avenues to an agreed strategy.

To be responsible for promoting and publicising events on social media in liaison with the Marketing and Communications department.

To supervise the distribution of publicity material to the Halls of Residence and defined areas of student accommodation and across campus where appropriate.

Assist in supporting the promotions team to ensure they are fully briefed on upcoming events and promotions.

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

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

Key Responsibility 3

General Duties

Ensure compliance with all ULSU policies at all times, including financial regulations and Health and Safety policies.

Actively seek new innovative ways to increase engagement and attendance at events.

Ensure dressing rooms and back of house are kept clean and maintained.

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 Act 1998.</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>
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	<p>Actively follow and promote Union policies. Some attendance at meetings outside normal office hours may be required. Maintain confidentiality in respect of all areas of the job responsibilities, and be aware of current policy in relation to the Data Protection Act 1998. 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 or Duty Manager.</p>
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Key Working Relationships	<p>Entertainments Manager Commercial Services Management Students' Union SMT Executive Officers Students' Union staff</p>
External Contacts	<p>Agencies Promoters Suppliers General Public University Staff</p>

Author	H Coleman	Date Published	October 2017
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**UNIVERSITY OF LINCOLN STUDENTS' UNION
 PERSON SPECIFICATION**

Job Title: Entertainments Assistant

<i>Selection Criteria</i>	Essential (E) or Desirable (D)	Where Evidenced Application (A), Interview (I), Presentation (P); References (R)
Qualifications: Degree or equivalent professional qualification or relevant experience	E	A
Experience: An understanding of the particularities of working within a democratic organisation	D	A/I
Experience within the entertainment industry	E	A/I
Experience of coordinating events	E	A/I
Experience of working within a multi-site organisation	D	A/I
Experience of sourcing acts and artistes for events.	D	A/I
Experience of working to budgets.	D	A/I

<p>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</p>	<p>E E E E D D D</p>	<p>A/I A/I A/I A/I A/I A/I A/I</p>
<p>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</p>	<p>E E E E E E E E</p>	<p>A/I/R A/I A/I A/I A/I A/I A/I A/I</p>
<p>Business Requirements: May be required to work the occasional evenings and weekends</p>	<p>E</p>	<p>A/I</p>

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.