

# Events Officers

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## Role Summary

A role for teams of up to 4, The Events Officers are part of the Union's events programme, and ensure the successful running of all the Union's major events – from Freshers Fortnight and Discos to Balls and Ceremonies.

Events Officers are an important part of these events – you'll be suggesting ideas, planning, designing and helping run them, as well as looking for new events the Union can run. You'll have a role in executing some of the most engaging and well-attended events the Union runs.

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## Responsibilities

As an Events Officer, you'll be responsible for the conceptualisation, theming and running of Union events that take place in the SU Bar, and assisting with the same duties for events held offsite or elsewhere in the University. You'll do this through:

- Ensuring good, high-quality entertainment is on offer at these events; planning, budgeting, proposing and arranging for any hired entertainment, and planning and designing things that the Union can run itself;
- Liaising with bar managers, the President, the Technical Officers and your Zone to schedule and plan SU events, work on promotional materials and deals for these, and make sure that the events are well-attended by advertising and promoting them wherever possible.
- Working alongside the Charity and Volunteering Officers to help plan RAG (raising and giving) events throughout the year, and plan an annual RAG Week of events.
- Diversifying the Union events calendar, looking at new events that can be incorporated into the Union's calendar of events, and ensuring that everyone is welcome at these events.

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## Zones and Committees

Events Officers are part of the Union Events Zone.

The Union Events Zone is a collaborative working group, also including the Charity and Volunteering and Heritage Officers. Through this, you'll be working alongside other elected Officers on bigger projects and getting even more involved in the running of the Union. As a Zone, you and the other Officers will be part of designing publicity materials for events, integrating charitable fundraising into the Union's events, and planning major events like May Ball.

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## Skills and Abilities

As an Events Officer, you should be interested in event planning and have a desire to put on exciting, engaging and involving events. You might have worked with societies to put on events in the past, or you want to show off your talent at making events look good and be enjoyable for all attendees.

You'll be motivated and able to work on projects independently, as well as alongside other Offices on larger-scale endeavours. You'll be able to stay organised when planning events, making sure that all necessary arrangements are made for them. You'll be willing to take on duties at events, ensuring that they are set up correctly and that they run without issue.

You'll add a creative energy to the Union's events, and want to look at new ways the Union can run events for all its Members. You'll want to get as many people engaged in these events as possible.

If this sounds like you, then we look forward to receiving your nominations pack!