



Job Description

This form summarises the purpose of the job and lists its key tasks. It is not a definitive list of all the tasks to be undertaken as those can be varied from time to time at the discretion of the School, in consultation with the postholder.

Job title: Events Manager

Department/Division: Events Office, Communications Division
Accountable to: Head of Events

Job Summary

This post holder will work on the organisation and delivery of LSE's public lecture programme and other ad-hoc School events. The post holder will be responsible for coordinating and developing the existing LSE Arts programme and will also take responsibility for the hourly-paid staff. The post holder would join an Events Office team of 4 full time members of staff. The Events Office forms part of LSE's Communications Division.

Duties and Responsibilities

Public events programme

Work on the organisation and delivery of LSE's public events programme, working as part of the events team to deliver a high level of service. This will include:

Scheduling events, drafting invitations, putting together invitation lists, managing responses, liaison with internal and external service providers such as LSE catering and the AV team, liaison with speakers' office including providing briefings and communicating with other interested School parties such as alumni relations, press office and corporate relations. On-the-day managing of public lectures, which involves working for regular evening events and briefing and managing a team of up to 14 stewards.

LSE Arts

Responsible for managing the LSE Arts programme, this will include:

Recruiting, managing and overseeing work of the part time LSE Arts Assistant Manager and co-ordinate the diary for the Atrium Gallery, offering advice to those enquiring about using the gallery; Work closely with service delivery units within the LSE and other stakeholders to execute art exhibition proposals successfully, ensuring the specific requirements for each exhibition are met. Manage the LSE Arts budget. Prepare and proofread material for events information/advertising internally and externally. Manage, coordinate and execute arts projects, programmes and initiatives including the annual LSE Photo Prize competition.

Hourly-paid staff

Managing of all aspects of the hourly-paid staff ('events office stewards who are LSE students') for School events including recruitment, hiring, training and payment of staff.

Ralph Miliband Programme

Act as budget controller for the Ralph Miliband Programme and Secretary to the Programme's Steering Group. Responsibilities include dealing with all aspects of the Programme's budget; co-ordinating



Steering Group meetings, taking minutes and being a point of contact for all Steering Group members; and handling the recruitment and administration of the Programme's Assistant.

Ad-hoc School events

Administration and delivery of ad-hoc School events as required by the Head of Events or the Director of Communications and being prepared to travel if needed.

LSE Festival

Assist the Deputy Head of Events in the delivery of the LSE Festival.

Other responsibilities

Work with the Head and Deputy Head of Events to ensure LSE events is delivering a diverse and inclusive programme of events, and help ensuring that Events Office service standards are met.

Flexibility

To deliver services effectively, a degree of flexibility may be required in the duties performed in order to meet the exigencies of service. Job roles may also naturally develop over time and ongoing substantial changes to a role will be discussed between line managers and their staff, with job descriptions updated as and when appropriate.

Equity, Diversity and Inclusion (EDI)

LSE is committed to building a diverse, equitable and truly inclusive university. All posts (and post holders) will seek to ensure diversity and inclusion, while opposing all forms of unlawful and unfair discrimination on the grounds of age, disability, gender identity, marriage and civil partnership, pregnancy and maternity, race, nationality, ethnic or national origin, religion or belief, sex and sexual orientation, or social and economic background.

Ethics Code

Posts (and post holders) are assumed to have a responsibility to act in accordance with the School's Ethics Code and to promote the principles and values that the Code enshrines. The Ethics Code clearly states that the whole LSE community, including all staff, students, and governors of LSE, are expected to act in accordance with the principles which are set out in the Code. As such you are required to read and familiarise yourself with it. The School's Effective Behaviours Framework is designed to support this Code. It sets out examples for the six behaviours that all staff are expected to demonstrate, these can be found on the following link: [click here](#)

Environmental Sustainability

The post holder is required to minimise environmental impact in the performance of the role, and actively contribute to the delivery of the LSE Environmental Policy.