



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 post-holder.

Job title: Events Administrator

Department/Division: Events, Communications

Accountable to: Deputy Head of Events

Job Summary

The postholder will primarily be responsible in assisting in the administration and delivery of the School's public lecture programme plus a selection of other annual and ad hoc School events. The public lecture programme is made up of around 200 events each academic year with high profile speakers including prime ministers and senior politicians and public figures, as well as a series of concerts and an Arts programme.

Duties and Responsibilities

- Assist with the organisation and delivery of LSE's public lecture programme – this includes online, hybrid and in-person events. Duties 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 audio-visual unit; liaison with speakers' offices, including providing briefings; and communicating with other interested School parties such as Alumni Relations and the press office.
- Administration of the Music@LSE programme of lunchtime concerts in the Autumn and Winter Terms, as well as the annual Christmas and Spring evening concerts. This will include liaison with performers, students from the LSE SU Music Society, and the LSE's choir and orchestra leaders; liaison with internal and external service providers, such as the LSE porters and Steinway piano tuners; putting together programmes and marketing materials; and managing the ticketing process for evening concerts via the LSE online store.
- Administration of all aspects of a number of other annual events for the central administration (e.g. Christmas Party).
- Administration of ad-hoc School events as required.
- Process invoices, payments and related financial documents as necessary.
- Assist with all aspects of the casual staff ('events office stewards who are LSE students') system for events including hiring, training, scheduling and payment of staff.
- Deputising for the Head and Deputy Head of Events with regard to on-the-day handling of routine School events such as public lectures, which involves working for regular evening events and briefing and managing a team of up to 14 stewards.
- Editing the LSE public events website. This includes both creating new event web listings and keeping event homepages up to date.
- Creating and sending email newsletters.
- Gather reliable, detailed information on attendance at School events for entry into databases so



this can be used for promotion of further events, alumni development and marketing of conference facilities.

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. To work regularly for evening events (around twice a week in term time).

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.