

Events Intern

Information

Part-time, Fixed Term until July 2018

1 day per week (or 2 half days)

Location: Normally Located on the Hendon Campus, North London

Salary: London Living Wage of £9.75 per hour

Working with: Events and Income Coordinator



The Role

We are looking for 3 students who have an interest in planning and organising events and creating income, who would enjoy the challenge of being part of organising and delivery our events programme. They will help the Events and Income Coordinator to plan our events, and act as the events team for the delivery of events. They will also help to support society and student group events, and act as a point of contact for students looking to create their own events. We want students who have a keen interest in events and want to help make MDXSU's Annual Events Programme the most diverse, inclusive, and fun, in the country.

Responsibilities

- Ensure the smooth running of MDXSU's Annual Events programme and other activities and events as required
- To assist with the planning and preparation of society and student led events
- Work during events as part of the MDXSU events team
- To help create new and diverse events
- Any other duties as required

Requirements

Criteria	Requirement
Qualifications	
Current student studying at Middlesex University	Essential
Knowledge	
Project planning or event planning experience	Essential
Understanding of the MDXSU Welcome Month	Essential
Understanding and/or experience of democratic, member led organisations	Essential
Attributes/skills	
Excellent communication skills; written & verbal	Essential
Excellent planning, organisational & administrative skills- with a particular focus on attention to detail	Essential
IT competent with an understanding of Microsoft Office	Essential
Strong interpersonal skills	Essential
Ability to meet strict deadlines	Essential
Excellent customer service skills	Essential
Negotiation or sales skills	Desirable
Values & Ethics	
Team player	Essential
Positive attitude & Enthusiasm about Middlesex University & MDXSU	Essential
Confident and outgoing	Desirable