

Events Intern

Department: Communications & Income Team

Salary: London Living Wage £10.55 per hour (£11.82 inc annual leave entitlement)

Hours: Part-time, flexible. Regular evening work required

Location: Normally located on the MDX Hendon Campus, North London

Working with: Events Coordinator



The Role

The Events Intern will assist the Events Coordinator to deliver a wide range of events and opportunities, playing a crucial role in providing on-site support to student groups at their events, and acting as a team leader at central MDXSU events. During quieter periods, the Events Intern will assist with the planning of the central events programme, including the MDXSU House Party, MDXSU Awards and Summer Shutdown, seek student feedback and help to develop new events and opportunities.

Middlesex Students' Union is proud to be a London Living Wage employer. We understand that our job opportunities need to be flexible around your studies, and we are committed to providing development opportunities that help you to prepare for wherever your studies and career take you.

Due to the nature of this role, regular evening work is required. The successful candidate must be available to work evenings in order to successfully support MDXSU's events programme.

Responsibilities

- Ensure the smooth running of student group events, including setting up and managing sound & lighting equipment and liaising with bar and security staff
- Act as a team leader at central MDXSU events, including working on the door or cloakroom, and facilitating activities (eg. silent disco, photobooth)
- Assist with the planning of larger scale events
- Assist staff with promotion of key projects, including Welcome Month, Elections and Awards
- Assist with social media communications during events
- Reliable and accurate management of ticket sales and tills
- Collect feedback from students via conversations and surveys

How to apply

To apply, please complete the Student Staff Application Form available on the MDXSU website, and email to recruitment@mdxsu.com.

If you have any questions about the role or application process, please contact Harriet Gibson, Events Coordinator, on h.gibson@mdx.ac.uk.

Please see the second page for the requirements.

Requirements

Criteria	Requirement
Current Middlesex University student at time of employment	Essential
Available to work evenings	Essential
Knowledge and Experience	
Experience in customer relations / a customer-facing role	Essential
Experience using basic sound, lighting & audio-visual equipment	Desirable
Project or event planning experience	Desirable
Good understanding of the work of Middlesex Students' Union	Desirable
Attendance at previous MDXSU and/or student group events	Desirable
Attributes and Skills	
Passion for supporting fellow students to make the most of their time at MDX	Essential
Excellent communication skills, both written and verbal	Essential
Confident and friendly - comfortable approaching and talking to new people	Essential
Excellent planning, organisational & administrative skills, with excellent attention to detail	Essential
Proactive approach to problem-solving and ability to work on initiative	Essential
Able to work alone when required	Essential
Values & Ethics	
Positive attitude	Essential
Respect and support for equality and diversity	Essential