

Event Interns

UCL Institute of Advanced Studies

Overview

The Institute of Advanced Studies is seeking two part-time event interns to provide proactive and professional events and communications support in order to help maximise the Institute of Advanced Studies' profile and visibility, internally and externally. Duties will include event logistics, management of AV equipment and event-related research.

Location: London Contract

Contract type: As and When

Hours: Part-time (evenings)

Salary: Grade 6, spine point 21 (£16.13 / hour)

Duration: November 2022-July 2023

Closes: Friday 4 November 2022

About

UCL's Institute of Advanced Studies in the Humanities and Social Sciences (IAS) was founded in 2015 and is based at the heart of UCL's Bloomsbury Campus in South Wing. It is a research-based community of scholars comprising colleagues and doctoral students from across UCL as well as visiting fellows and research collaborators/interlocutors from the UK and internationally.

The IAS is committed to critical thinking and engaged enquiry both within and across conventional disciplinary and institutional boundaries, and aims to provide a creative and generative context in which to question and dislodge habitual practices and modes of thought. In particular, in the context of a major multi-disciplinary university, the IAS harnesses UCL's extensive expertise across the humanities and social sciences, to investigate received wisdom, to bring the aesthetic and the political into dialogue with one another, to foster collaborative cutting-edge research, to identify and address the urgent ethical and intellectual challenges that face us today, and to confront our responsibilities as citizens of an increasingly contracting and inter-connected world, exploring our place (historically as well as spatially) within it.

To maximise the reach and impact of our work, the IAS is seeking two part-time interns to play a central role in delivering its communications activities, in particular with regard to the Institute's public events. We offer the chance to work with leading academics and the opportunity to receive training in running academic events.

The role would suit PhD students able to undertake additional work alongside their studies.

Intern duties

- Management of audio-visual equipment and troubleshooting as necessary (training will be provided)
- Event logistics
- Liaison with event organisers and participants
- Event-related research
- Management of event hospitality

- Setting up and managing event registration
- Management of the IAS's two event spaces
- Note-taking at events, as required
- Other tasks, as required
- Adhering to UCL Equal Opportunities policies in all activities, and actively promoting equality of opportunity wherever possible
- Maintaining an awareness and observation of Fire and Health & Safety Regulations.

Person specification

The person specification outlines the skills, knowledge and experience required for this post. Candidates will be considered based on how well they demonstrate that they meet the criteria for this particular role:

- Experience of and confidence with audio-visual technology
- Experience of and confidence in troubleshooting in front of an audience
- Ability to self-start and comfortable pitching ideas
- Well-organised and calm under pressure
- Friendly, hospitable, helpful and diplomatic
- Interest in the interdisciplinary work of the IAS

Hours: Between 50 and 100 hours' work over the academic year, usually in the evenings, depending on specific needs, projects and events. This is an As and When contract with flexible working patterns.

To apply: Please send a CV and a short covering email to Catherine Stokes (c.stokes@ucl.ac.uk) by 4 November 2022.

For any queries about the posts, please contact Catherine Stokes (c.stokes@ucl.ac.uk).