



## Job Description

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| <b>Job title:</b>                | <b>Events Summer Intern</b>  |
| <b>Department:</b>               | Events   |
| <b>Location:</b>                 | Murray Edwards College premises  |
| <b>Purpose of role:</b>          | Assisting the Events Team with events, both internal and external, primarily Summer Schools. |
| <b>Line manager:</b>             | Business Development Manager   |
| <b>Line manages:</b>             | N/A  |
| <b>Financial responsibility:</b> | N/A  |
| <b>Salary Band:</b>              | 8  |
| <b>Hours:</b>                    | Full time - 37.5 hours per week  |
| <b>Working environment:</b>      | Office based role  |
| <b>DBS check required?</b>       | No   |

### Overview of Role

- To assist the Events department in organising and delivering events, both internal and external. Producing printed collateral and ensuring clients are provided with required information.

### Main Duties and Responsibilities:

- Support the Business Development Manager and Events Coordinators in responding to client emails and updating our in-house CRM system.
- Work closely with all other in-house departments to ensure effective and smooth delivery of events. Including Porters' Lodge, Accommodation, Front of House & Catering, Kitchen, Gardens and Maintenance.
- Assist with production of signage, menus, table plans and place cards for events.
- Liaise with clients who are in residence regarding any changes to their event requirements.
- Assist the BDM and Event Coordinators in updating rooming lists for residential groups and informing relevant departments of any last minute changes.
- Attend weekly planning meetings with the Events team and operational teams.
- Support the Business Development Manager in keeping all quotes and collateral up to date and in line with industry standards & expectations.
- Produce quotes for clients in a timely manner, in line with the event department KPIs.
- Responsible for all AV documentation shared with other teams (such as "How To Guides") ensuring that these are always up to date.



## Person Specification

|                                      | <b>Essential</b>  | <b>Desirable</b>   |
|--------------------------------------|---|--|
| <b>Qualifications</b>                | <ul style="list-style-type: none"><li>• GCSE Maths A-C or equivalent .</li><li>• GCSE English A-C or equivalent.</li></ul>  | <ul style="list-style-type: none"><li>• Undertaking a Hospitality/Events Degree.</li></ul> |
| <b>Skills, knowledge, experience</b> | <ul style="list-style-type: none"><li>• Excellent communication skills.</li><li>• Excellent attention to detail.</li><li>• Ability to work as part of a team but also effective when working alone.</li><li>• Good organisational skills.</li></ul> | <ul style="list-style-type: none"><li>• Office experience.</li></ul>                       |
| <b>Personal attributes</b>           | <ul style="list-style-type: none"><li>• Friendly and approachable.</li><li>• Courteous and respectful of others</li><li>• Flexible with hours where required.</li></ul>   |  |