



MASS ENGAGEMENT EVENTS ASSISTANT

UNIVERSITY COLLEGE DUBLIN FOUNDATION

UCD Foundation engages in fundraising and alumni engagement activities to support University College Dublin in its pursuit of world-class education, teaching, research and innovation. Six Colleges and their constituent Schools make up the academic structure of UCD.

To support the work of the Alumni team, and to contribute to its ongoing success, UCD Foundation is seeking to recruit a Mass Engagement Events Assistant. This is a great opportunity for a hard-working, resourceful individual, who can balance an analytical and creative mindset, to join a highly regarded, award winning team.

Role:

The Mass Engagement Events Assistant will have responsibility for coordinating and managing administrative elements of the UCD Festival and some mass events for the Alumni team, and support the Mass Engagement team in programme management, maintaining effective administrative systems, reporting, and business operation systems.

Reporting directly to the Mass Engagement Manager, with a dotted line to the Associate Director on some projects, you will:

- Manage day-to-day administration of the UCD Festival team, handling email enquiries, including setting up and maintaining effective systems
- Assist the Digital Engagement Officer with tasks relating to social media, content management, and mass engagement emails
- Be a point of contact for general queries from alumni
- Provide some administrative support to the office

The Mass Engagement Events Assistant will proactively liaise with members of the Alumni team, Development team, UCD Units, Colleges, Schools and suppliers to support the delivery of the annual UCD Festival, UCD's largest public engagement activity.

Specific responsibilities will include:

Administrative lead and festival content coordination support. Support members of the UCD Festival team in managing the day-to-day administration of the UCD Festival team. This includes:

- Be a point of contact for UCD Festival team and working group
- Establish and maintain effective systems, monitor UCD Festival email/social media inbox
- Diary and co-ordinate meeting rooms and hospitality for festival meetings, attendance at meetings and other related meetings as required including the taking of minutes and notes
- Manage the preparation and circulation of reports for UCD Festival
- Monitoring and inventorying of UCD Festival paraphernalia, stock, and supplies

Financial Management

- Adhere to procurement systems and guidelines
- Provide general administrative support, including management of eProcurement
- Assisting the Associate Director with preparation and management of annual budgets and forecasts in consultation with Mass Engagement Manager
- Preparation of tender documents and evaluation processes in partnership with Mass Engagement Manager

UCD Festival planning activities

- Coordinate the logistics around contributor and volunteer team briefing meetings, t-shirt and food voucher distribution in advance of the festival
- Liaise with and advise UCD team in the drafting of policies, as appropriate, such as the use of photography, child protection, health and safety and other matters and disseminate to campaigns
- Organising and maintaining marketing materials

Contributor and third party supplier liaison

- Assist the Mass Engagement Manager in maintaining contracts and service agreements for freelancers

As a member of the Alumni Development team, the Mass Engagement Events Assistant will support special projects as run by the Alumni team. Specifically but not limited to supporting the Choral Scholars Concert Series, UCD Alumni Awards, Golden and Diamond Jubilee Reunions, and International Women's Day. The events mentioned are not exclusive and the post holder will be required to undertake such duties as may be reasonably required within a small team.

Suitable candidates will possess the following experience and professional characteristics:

Essential

- 2 years experience working in an administrative role in arts and culture
- Excellent administrative, communications and time management skills
- Experience of event planning and management
- Exceptional verbal and written communication skills, with an eye for detail
- Highly developed organisational and secretarial skills. Ability to prioritise and successfully manage several competing projects effectively while communicating frequently and concisely with managers and stakeholders
- Excellent IT skills
- Motivated, flexible and ability to use own initiative in a busy working environment
- Strong interpersonal skills and ability to engage with colleagues, suppliers, sponsors, and volunteers

Desired

- Experience of working in the arts and/or festival context
- Working knowledge of grant application processes and understanding of funding streams available within arts and cultural sector
- Experience of managing finances; income and expenditure, raising purchase orders and invoicing
- Experience with the following tools: Mailchimp, Google Suite, Microsoft Excel & Word
- A degree in a relevant discipline

What You can Expect from Us

You will be part of a dynamic, fast paced organisation with an entrepreneurial and inclusive culture where you will be working as part of a close knit and collaborative team environment. UCD Foundation has a structured formal and informal training programme that all staff may avail of.

Additional details/ Application process



FOUNDATION

This role is a 1-year contract, with the possibility of renewal and potential for future opportunities for growth as part of UCD Foundation's performance development programme.

For further information on the work that we do, please visit:

www.ucd.ie/alumni

www.ucdfoundation.ie

www.ucd.ie/festival

The Mass Engagement Events Assistant will report to the Mass Engagement Manager, with a dotted line to the Associate Director on certain projects.

Please direct your queries to: jude.canniffe@ucd.ie

Apply with CV and cover letter to jude.canniffe@ucd.ie by 20 February 2023.