

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 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

Setting up and managing event registration

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