



DIRECTOR OF EVENTS AND SERVICES (SABBATICAL OFFICER)

The Association

The University of St Andrews Students' Association is a student-led organisation with over 8,000 current members. We are an exciting and dynamic organization, committed to providing the best possible experience for students.

We support an extensive system of 400+ student representatives on both the undergraduate and postgraduate level. We have a thriving student activities scene with over 150 affiliated societies and provide a range of services, alongside the primary entertainments venue for St Andrews students.

Core Purpose

You will take the lead in planning and implementing the Association's programme of entertainments events, while also playing a key strategic role in our commercial services.

You will also fulfil the role of a Trustee of the Association, responsible for overseeing all of its functions as a charity representing St Andrews students. You will work with student groups and senior staff of the Association for St Andrews students with the aim of providing excellent commercial services and events that they will always remember.

Description of Specific Duties

- Have overall responsibility for the organisation of entertainments and events, including pre-sessional activities and the Graduation Ball, in consultation with the appropriate officers and staff
- Act as promoter, or provide a nominee to act as promoter for all Association events run in consultation with the SSC Entertainments Committee
- Devise a marketing strategy for all Association events and work with the Design and Marketing Officer and the Design Team to ensure that Association services and entertainments are suitably publicised
- Liaise with external bodies, including the University, on events and issues relating to commercial services
- Be responsible for events bookings in Association venues
- Give input into Association commercial services and activities on behalf of the student body: work on a strategic overview of Association commercial activities, alongside the Commercial Manager

- Chair the Association Staffing Committee and be in frequent contact with the General Manager on staffing issues
- Lead on issues concerning membership, including member discipline, as chair of the Discipline Committee
- Provide advice and assistance to other student representatives while acting as line manager to the Entertainments Committee, Design Team, Broadcasting Committee (STAR), Music Committee (Music Is Love) and Performing Arts Committee (Mermaids)

Further Particulars

Hours of work: Variable, evenings and weekend work required in addition to core office hours.

Remuneration: £18,549 p.a.

Essential personal qualities:

- Dedication
- Flexibility
- Strong team working skills
- Leadership skills
- Excellent verbal communicator
- Problem-solving approach
- Market awareness