

Events and Communications Assistant - Job Description

Work with Knowledge Exchange team to research, interview, write, and edit articles on internal UAL Knowledge Exchange project. As part of our annual Knowledge Exchange Staff Awards programme, you will be assisting the event organisation, communications and administration.

Duration: 5-10 hours per week (flexible working) for 4 months – July to October

Task rate 2

All applicants must provide a short cover letter explaining why you are suitable and what you bring to role. Max. 400 words.

Activities include:

- Interview academic staff for series of internal and external stories, liaising with relevant UAL staff to approve text and images
- Write and edit copy for news items on UAL projects
- Prepare, write and edit internal comms for the KE staff awards scheme
- Review existing content/images and collect, prepare additional copy where needed
- Support KE Communications Executive to develop social media copy/assets
- Ensure all materials are appropriately captioned and credited
- Support KE Staff Awards related event administration
- Support delivery of in-person event (date tbc)
- Attend weekly meetings (online)

Personal Specification

Essential:

- Good working knowledge of MS Word, Excel, PowerPoint
- Strong organisational skills
- Proven attention to detail, strong proof reading and editing skills.
- Ability to write copy and edit
- Strong communication skills; both in terms of producing external-facing literatures and internal correspondence with UAL staff
- Able to follow a brief, and work independently with minimum supervision