**Event Coordinator Job Description for CoDesign4Transitions Doctoral Network Training Week**

**Event**: CoDesign4Transitions Training Week
**Dates of appointment**: 18–29 November 2024

**Hours: 65 (see breakdown below)**
**Location**: UAL High Holborn, 272 High Holborn, London WC1V 7EY (Room details to be confirmed)
**Briefing Session**: Week beginning 18 November 2024 (2 x 1X-hour sessions to be agreed with Lucy Kimbell/Craig Hodgson)
**Attendance**: In-person attendance required for all event days from 25th to 29th November 2024 – daytimes from 0830-1800, and with evening duties on Monday 25th until 8pm and Thursday 28th until 8pm.

Relevant Contacts:

* Prof Lucy Kimbell, UAL (Co-Director of the network, based at CSM) l.kimbell@arts.ac.uk;
* Mr Craig Hodgson, UAL (European Research and Innovation Project Manager) c.hodgson@arts.ac.uk
* Prof Marzia Mortati, Dept of Design, Politecnico di Milano, Italy, Co-ordinator of the network and Co-Director.

**Role Overview:**

The Event Coordinator will play a critical role in ensuring preparation for and the smooth running of the CoDesign4Transitions ‘winter school’ training week at UAL High Holborn resulting in a positive experience for participants and effective use of resources. The event will bring together approximately 15 core people including 13 doctoral students from across 8 European partner universities in seven countries, and approximately 15-20 participants from partners in the doctoral network, as well as other UAL PhD students, staff and guests.

The coordinator will provide preparation support on the week before the event as well as on-site support for logistical and technical matters, work closely with speakers and trainers, and ensure the overall running of the event. They will also manage attendee lists and attend to any issues that arise during the sessions.

**Key Responsibilities:**

* **Pre-Event Preparation**: Approx. 10 hours
	+ Attend briefing sessions (date to be agreed) with Lucy and Craig in November 2024, prior to the event, for a comprehensive understanding of event logistics.
	+ Liaise with Lucy, Craig, and the videographer to ensure all technical requirements (e.g., audio-visual equipment, printed material and projectors) are anticipated and addressed.
	+ Conduct venue checks before the event, ensuring familiarity with the different spaces, seating arrangements, and technical equipment.
	+ Ensure all necessary materials such as attendance lists and printed programmes are ready.
	+ Briefing the videographer
* **During the Event (25–29 November 2024)**: Approx 52 hours
	+ **Carnegie Mellon University (CMU) support:** Support CMU team on Monday 25th evening with setup at High Holborn.
	+ **Technical Support**: Provide real-time assistance with any technical issues that may arise during the sessions. This includes:
		- Setting up and troubleshooting presentation equipment.
		- Coordinating with the videographer on technical recording issues if required.
		- Assisting presenters with urgent questions and needs.
	+ **Logistics & Coordination**: Ensure the smooth operation of each session, based on the ‘run through’ document including:
		- Coordinating room setups as per event requirements.
		- Liaising with venue staff for any on-site issues (e.g., catering, room access, seating).
	+ **Attendee Management**: Encourage all participants (from UAL and outside of UAL) sign in by reporting to you, keeping details on a common spreadsheet. Manage this attendance list daily, ensuring that as many attendees as possible sign in. This will be crucial for reporting purposes.
	+ **Catering management:** Ensuring that food is delivered on time and available in the correct places for the participants, based on pre-agreed orders, with clear guidance for participants who have special food needs (e.g. Gluten free, vegetarian). Guide participants to help themselves to water and hot drinks. Ensure food and waste is put away in correct places.
* **Post-Event Duties**: Approx 3 hours
	+ Submit the final attendee list accurate for each session/day and any unused materials such as the event programme to the doctoral school and Craig.
	+ Ensure that videos produced by the video team are saved in an appropriate format, and uploaded to the Network’s Doctoral Student Teams site, through discussion with Craig.