**Cabaret Co-ordinator (London)**

**A fantastic opportunity to pursue your passion for LIVE music, poetry and performance and gain valuable skills in event management.**

During 2021/22 we held two Student Live Lounge events at Grow Hackney, which presented a mix of music, spoken word and performance. Due to their success, we are now recruiting for a London student to organise these events for 2022/23. We want these live performance nights to showcase the most talented London students and to be a platform for all kinds of live acts, representing the diversity of talent that exists amongst our student community.

The Cabaret Co-ordinator will earn a fee of £400 to deliver two events during the academic year 2022/23 at Grow Hackney: one in the autumn term and one in the spring term. As Co-ordinator, you will be expected to publicise the events and book students to perform at them. You will liaise with Grow Hackney to organise technical support and to ensure the events are a success.

For now, we are calling the event Cabaret, but you could choose another name for it to better reflect the event and what will be on offer.

**Who can apply?**

This role is open to all current students (including Doctoral Researchers) from the Loughborough University London campus or Loughborough University students who spend part of their studies on the London campus. You must still be a current student by the time of both events. Previous Student Live Lounge Co-ordinators are **not** eligible to apply.

You can apply as an individual or to share this role with one other student.

The ideal candidate is someone who would like to gain skills and experience in event management and marketing and who also has a passion for music and live performance. You don’t need any prior experience so don’t worry if you have never done anything like this before. What you do need to demonstrate is lots of enthusiasm for the role and ideas for how you would take it forward and ensure that the events are a success.

LU Arts will provide you with all the support you need, whether that be marketing the events to students or ensuring everything is in place technically.

LU Arts is committed to inclusivity and representing the student community we serve. We welcome applications from students of all backgrounds.

**What are the Cabaret Co-ordinator’s responsibilities?**

* Recruiting and booking student performers for the events.
* Marketing and promoting the events to the Loughborough London community and in the local area. This includes overseeing the design brief for promotional materials (posters and digital assets) and working with LU Arts’ Digital Marketing Assistant to produce social media content.
* Organising technical support for the events.
* Hosting the events on the night – introducing the different acts and ensuring that everything runs smoothly.

You won’t be on your own; LU Arts staff will help with all the above.

**How much will I be paid?**

You will be paid a fee of £400 for organising both events. This will be split equally if the role is shared between two students.

**How do I apply?**

Please complete the application form below and email to [luarts@lboro.ac.uk](mailto:luarts@lboro.ac.uk)

You may be invited to an informal interview with a member of staff from LU Arts to discuss your application. This will usually take place via video call.

If you have any questions in advance of applying, then please email Nick Slater ([n.slater@lboro.ac.uk](mailto:n.slater@lboro.ac.uk)).

**Accessibility**

We want this opportunity to be accessible to all students. We welcome applications in different formats e.g. audio, large print, if this is more appropriate for you. If you would like to discuss any accessibility issues in advance of applying or to discuss how the opportunity can be made inclusive for you, then please email [luarts@lboro.ac.uk](mailto:luarts@lboro.ac.uk) or call 01509 222948.

**Timescales**

Deadline for applications: **Thursday 30 June 2022 at 5pm**

Shortlisted students can expect to hear from us by Friday 8 July 2022.

The first Cabaret event must take place between October and December 2022. The second event must take place between January and March 2023. Both events must be during term time.

**Cabaret Co-Ordinator 2022/23 Application Form**

|  |  |
| --- | --- |
| **Name/s:** |  |
| **Student ID:** |  |
| **Email:**  Please provide a personal email address if you do not look at your student email outside of term time |  |
| **Mobile:** |  |
| **Course and year of study:** |  |
| **Individual or joint application:**  **Name of other student (if applying to share the role):** |  |
| **Tell us a little bit about yourself, your passion for music/live performance and what makes you the best candidate for the role:**  Please use as much space as needed here. You do not need to conform to the space we’ve allocated to this field |  |
| LU Arts may produce photo and video material about you and this role for promotional purposes. By typing XXX in this box, you give consent for your image to appear in this footage, which might include use on the LU Arts website, social media and in wider Loughborough University materials. | |
| Type XXX to confirm your consent: | |

Please email your completed form to luarts@lboro.ac.uk by **5pm on Thursday 30 June 2022.** Please put **‘Cabaret Co-ordinator’** in the subject line of your email. We will acknowledge receipt of your application.

Please complete the monitoring form below and return it with your application. You can save this as a separate document if you wish.

**MONITORING INFORMATION**

LU Arts is committed to being inclusive and working with a diverse range of students at Loughborough University. Therefore, we welcome applications from all sections of the student community and are committed to equality of opportunity in our selection processes. To help us monitor how well we are doing, we would be grateful if you could answer the monitoring questions below. We will treat this information anonymously and we will **not** use it in the selection process. We gather this information for monitoring and reporting purposes only.

1. Do you consider yourself to have a disability?

|  |  |
| --- | --- |
| Yes |  |
| No |  |
| Prefer not to say |  |

2. How would you describe your ethnicity or ethnic background?

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| White British |  | Any other Mixed or Multiple Ethnic Background |  | Black Caribbean |  |
| White Irish |  | Indian |  | Any other Black background |  |
| Gypsy or Irish Traveller |  | Pakistani |  | Arab |  |
| Any other White background |  | Bangladeshi |  | Latin American |  |
| White and Black Caribbean |  | Chinese |  | Any other ethnic group |  |
| White and Black African |  | Any other Asian background |  | Prefer not to say |  |
| White and Asian |  | Black African |  |  |  |

3.How would you describe your gender?

|  |  |
| --- | --- |
| Male |  |
| Female |  |
| Non-binary |  |
| In another way (specify if you wish): |  |
| Prefer not to say |  |