**OPEN MIC MUSIC NIGHT CO-ORDINATOR ROLE**

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

Each year LU Arts invites students to deliver two open mic music events (formerly known as Acoustic Night). These are always popular events and present the best of student musicians and songwriters. We want them to be a platform for all kinds of music, representing the diversity of instruments and genres that are being played within our campus community; this is why we will be changing the name from Acoustic Night to Open Mic Music Night (or something similar).

The role is to deliver two events during the academic year 2021/22, that take place in the student’s union, with one in the autumn term and the other in the spring term. You will be expected to publicise the event and book student musicians to perform. You will also need to liaise with LSU Tech Crew to organise all the technical support to ensure the event is a success. You can either apply individually to organise both events or to share the role with one other person. We are offering a fee of £400 in total to deliver the two events.

It does not matter what course you are studying or what year you are in, the opportunity is open to any student who is interested in music and gaining skills in event management and marketing. Don’t worry if you have not done anything like this before. LU Arts will provide you with all the support that you need, whether that be marketing the events to students or ensuring everything is in place technically.

**Who should apply?**

This role is open to all students (UG and PG) from the East Midlands and London campus\*. The ideal candidate is someone who would like to get skills in event management for their CV and who also has a passion for music and live performance. You can apply individually or with one other. You don’t need any prior experience but 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 it is a success.

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

\* London students would need to travel to Loughborough to host the two events. The cost of travel would be covered by LU Arts.

**What does the role entail?**

* Recruiting and booking students to perform at the event.
* Marketing and promoting the events including overseeing the design of promotional materials e.g. posters and digital assets and producing social media content.
* Ensuring that technical support is organised for the events.
* Compering the events and ensuring that everything runs smoothly.

But don’t worry if you haven’t done all or any of these things before, LU Arts staff will help with all of the above.

**Practical details**

There is a fee of £400 which would be split equally if the role is shared between two students.

The events take place as part of LU Arts’ Happy Mondays programme in term time, in Cogs (in the Student’s Union).

Deadline for applications: **Monday 11 October 20210 at 5pm**

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 can 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. To support this, we will accept 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 need further support, then please email [luarts@lboro.ac.uk](mailto:luarts@lboro.ac.uk) or call 01509 222948.

**Open Mic Music Night Co-Ordinator 2021/22   
Application Form**

|  |  |
| --- | --- |
| **Name/s:** |  |
| **Student ID:** |  |
| **Address:** |  |
| **Email:** |  |
| **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 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 return your completed form to luarts@lboro.ac.uk by **5pm on Monday 11 October 2021.** Please put **‘Open Mic Music Night Co-ordinator’** in the subject line of your email.

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. This information will be kept anonymous and separate to your application and it will **not** be used in the selection process. It is only gathered for monitoring and reporting purposes.

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 |  |