**Speech Bubble Co-ordinator Role**

**A fantastic opportunity to pursue your passion for poetry and gain valuable event management and marketing skills**

Each year LU Arts holds two performance poetry nights in the Students’ Union on the Loughborough campus. These are always popular events and combine performances by professional poets with an open mic slot featuring the best of the University’s student poets. Applications are now open for a Loughborough student to organise these events for 2023/24.

The Speech Co-ordinator will earn a fee of £400 to deliver two events during the academic year 2023/24 at the Students’ Union: one in the autumn term and one in the spring term. As Co-ordinator, you will be expected to publicise the events and book professional poets and students to perform at them. You will liaise with LSU Tech Crew to organise technical support and to ensure the events are a success.

**Who can apply?**

This role is open to **all** current Loughborough University students (UG and PGT and PGR) from the East Midlands campus and London campuses. You must still be a current student by the time of both events. Previous Speech Bubble Co-ordinators are **not** eligible to apply.

You can apply as an individual or with one other student.

The ideal candidate is someone who would like to gain skills and experience in event management and who also has a passion for creative writing and spoken word. 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 is committed to inclusivity and representing the student community we serve. We welcome applications from students of all backgrounds.

**What are the Speech Bubble Co-ordinator’s responsibilities?**

* Identifying and booking professional poets to perform at the events.
* Recruiting and booking students to perform their own poetry in the open mic slot at the events.
* Marketing and promoting the events to the University 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 along with Kerry Featherstone (Creative Writing lecturer). This can include signposting you where to look for poets.

**How much will I be paid?**

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

The events will take place in The Lounge in the Student’s Union during term time as part of LU Arts’ student programme.

**How do I apply?**

Please complete the application form below and email it 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: **Monday 3 July 2023 at 5pm**

Shortlisted students can expect to hear from us by Friday 21 July 2023.

**Speech Bubble Co-Ordinator 2023/24 Application Form**

|  |  |
| --- | --- |
| **Name:** |  |
| **Student number:** |  |
| **University email:** |  |
| **Personal 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 (for 2023/24):**  e.g. BSc Geography, 2nd year |  |
| **Individual or joint application:**  **Name of other student (if applying to share the role):** |  |
| **Tell us a little bit about yourself, your passion for poetry or creative writing and what you think would qualify you for the role. Please also name some poets you might want to include in Speech Bubble (if you can)**.  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 Monday 3 July 2023.** Please put **‘Speech Bubble Co-ordinator’** in the subject line of your email. We will acknowledge receipt of your application and shortlisted students should expect to hear from us by Friday 21 July 2023.

We would be grateful if you would complete the monitoring form below and return it with your application. You can save and send this as a separate document to your application 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 |  |