**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 appoints a student(s) to the role of Speech Bubble Co-Ordinator to deliver two performance poetry events in the students’ union at Loughborough. These are always popular 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 the Speech Bubble Co-ordinator for the academic year 2021/22.

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 poetry and gaining skills in booking artists, organising an event and marketing it to an audience. Don’t worry if you have not done anything like this before. LU Arts along with Kerry Featherstone (Creative Writing lecturer) will provide you with all the support that you need, whether that be signposting where to look for poets or how to ensure everything is in place for the event from technical requirements to marketing.

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 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.

**Who should apply?**

The opportunity is open to all students (UG and PG) from the East Midlands and London campus\*. 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 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?**

* Identifying and booking professional poets to perform at the events.
* Recruiting and booking students to perform their poems in the open mic slot at the events.
* Marketing and promoting the events, including overseeing the design of promotional materials e.g. posters and digital assets.
* Ensuring that technical support is organised for the events.
* Compering the events on the night 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 union). Should this not be possible due to restrictions then the events will be held online.

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 Nick Slater and Kerry Featherstone 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.

**Speech Bubble Co-Ordinator 2021/21 Application Form**

|  |  |
| --- | --- |
| **Name/s:** |  |
| **Student ID:** |  |
| **Address:** |  |
| **Mobile number:** |  |
| **Email:** |  |
| **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 poetry or creative writing and what you think would qualify you 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 **‘Speech Bubble 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 |  |