

JOB DESCRIPTION: Entertainments Promotions and Content Team

DEPARTMENT: Entertainments and Events

DEPT PURPOSE: To enhance the University experience, creating lifelong memories with outstanding events and opportunities.

REPORTING TO: Entertainments and Events Manager and Entertainments Coordinator

DIRECT REPORTS: N/A

PURPOSE OF ROLE: To promote, provide content and appear in the social media advertising for Foundry Club Nights including ROAR, Poptarts, Grapefruit, Social Jam and Special events. Driving the maximum footfall to our events.

IN PARTICULAR:

1. Assist at Freshers Fair and other promotional activations around the city.
2. Social Media promotion and activity during Events and in build up to events.
3. Helping to provide content and assistance at events e.g giveaways, facepainting, stewarding.

KEY RESPONSIBILITIES

	Assist at Freshers Fair and other promotional activations around the city.
	- Run and deliver the Freshers Fair activations alongside the Entertainments Coordinators - Hand out promotional materials and provide information to students and prospective customers. - Engage with groups of students to get them involved with the activations. - Be enthusiastic and knowledgeable about the events happening at Foundry.
	Social Media promotion and activity during Events and in build up to events.
	- Help to come up with content ideas to promote our events and venues. - Join in and appear on the social media videos - Get social media content at activations and during events
	Provide content and assistance at events e.g giveaways, facepainting, stewarding.
	- Hand out giveaways at events - Stewarding to direct people into Gigs, and Public facing events - Provide content during events e.g Facepainting

	• Running activities at big events such as Summer Social. e.g Laser Quest, Mini golf etc • Merch Selling
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PERSON SPECIFICATION

Skills / Personality	
1	Knowledge of Foundry Club Nights
2	Creative, bubbly and outgoing personality
3	Talkative and confident with approaching groups of students
4	Happy to get involved in social media content
5	Experience of Instagram, TikTok and Capcut
6	Likes going on a night out