

Job Description & Person Specification



Arts
Students'
Union

Job Description & Person Specification

– Student Staff

Job title:	Student Events and Exhibitions Assistant
Reports to:	Arts Programme Manager, Arts SU
Working hours:	Zero hours contract (approx. half a day a week during term time)
Salary:	£14.80 per hour (London Living Wage)
Location:	Hybrid working. Team events and activity will take place across the six UAL colleges and Central London which you will be asked to attend. But project based work can also be completed by Working From Home.
Last reviewed:	05/08/2026

JOB PURPOSE

The Arts Programme Team at Arts Students' Union creates opportunities that help UAL students develop their professional creative practice and build sustainable creative careers.

We deliver a diverse programme of activities, including exhibitions, workshops, talks, markets, and networking events, designed to increase students' confidence, provide real-world professional experiences, and develop practical skills. This year, key themes within the programme include creative enterprise, selling opportunities, creative technologies, networking and collaboration, and exhibition management. To deliver this programme, we work closely with industry partners, organisations, creatives, and freelancers who share their lived experiences, sector knowledge, and professional expertise with our students.

The Student Events and Exhibitions Assistant will work closely with the exhibition leads within the Arts Programme Team to support the planning and delivery of dynamic student-led exhibitions and events across UAL. This is an exciting opportunity for a creative, organised, and proactive student to gain hands-on experience in arts programming, exhibition coordination, event management, and communications, while contributing directly to the development and promotion of UAL's student artists and creative communities.

KEY RESPONSIBILITIES

1. Exhibition support

Support the Arts Programme Team in the planning, coordination, and delivery of our student exhibition programme from start to finish. Most student exhibition will be taking place in our Arts SU Project Spaces (www.arts-su.com/opportunities/spaces).

Responsibilities will include:

- Assist with the administration and coordination of open calls, selection panels, and exhibitor communications.
- Maintain exhibition timelines, schedules, and project planning documents.
- Support the installation and deinstallation of exhibitions, including artwork handling, labelling, and space preparation.
- Assist with the coordination and set-up of private views, launches, and exhibition-related events.
- Prepare project spaces to ensure they are welcoming, accessible, and ready for audiences.
- Support the implementation of health and safety procedures and risk management requirements.
- Support the documentation of exhibitions through photography, written summaries, and evaluation activities.
- Gather participant feedback and contribute to exhibition evaluation and reporting.

2. Event support

Provide logistical and operational support for the Arts Programme's events portfolio.

Responsibilities will include:

- Assist with the planning and delivery of workshops, talks, networking events, creative showcases, and other student-focused activities.
- Support event administration, including registrations, attendee communications, and data management.
- Prepare event materials, resources, signage, and presentation assets.
- Assist with venue set-up and pack-down, ensuring spaces are prepared and presented to a high standard.
- Welcome attendees and support speaker, artist, and participant engagement

during events.

- Provide on-the-day operational support, including registration, audience management, and troubleshooting.
- Collect attendance data, participant feedback, and event evaluation information.
- Support post-event reporting and help identify opportunities for future improvements.
- Contribute ideas for engaging and inclusive events that reflect the interests and needs of UAL students.

3. Supporting the Arts Programme Team

In addition to the core responsibilities above, the Student Event and Exhibition Assistant will have opportunities to contribute to wider Arts Programme activities throughout the year.

This may include:

- Writing blog content and event summaries.
- Assisting with audience engagement activities.
- Contributing ideas for future programmes, campaigns, and student opportunities.
- Providing general administrative and project support as required.

General Duties:

In addition, all staff have the following general duties in their job descriptions:

- To deliver and develop targets outlined in the Union's strategic plan.
- To contribute and assist in the Union's planning processes and the review of its performance and systems.
- Contribute to the positive and professional image of the Union and not act in such a manner as to bring the Union into disrepute.
- To observe and uphold the requirements of the Union Constitution and act at all times in accordance with policies including equality of opportunity.

- To undertake your own administrative duties.
- Undertake any other duties appropriate for the grade and responsibilities of the post that may from time to time be reasonably requested.
- To take ownership of, their Induction, Personal Development, their role within Departmental Meetings and be responsible for carrying out duties with full regard to the rules, policies and procedures and conditions of service contained in the Staff Handbook, and within Departments of the Students' Union.
- A condition of employment is that all staff are expected to assist in key events throughout the year e.g. Fresher's and welcome festivals and any other key event, including elections, if necessary. Staff are expected to portray a positive image, both internally and externally of the Students' Union by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- Where you are required to work with volunteers you must support and manage them appropriately in line with the Students' Union volunteer policy
- Environmental consideration and environmental best practice is the responsibility of all Students' Union staff
- Any other tasks that would be deemed suitable within this role as directed by line manager

Person Specification

CRITERIA	COMPETENCY	Assessment Type: Application (A), Interview (I), Task/Presentation (T/P)
Knowledge		
An understanding of what the Students' Union is and what we stand for.	Job related knowledge	A + I
Ability and desire to complete tasks to a specified deadline to a high quality.	Achieving and Delivery	A + I
Continually looks to improve and develop skills, with the ability to work to deadlines and goals.	Continual Improvement and Seeing the Bigger Picture	A + I
Skills		
If selected for an interview, the first 10 minutes will be dedicated to a presentation from yourself about an exhibition you have recently visited.	Technical skills	P
Ability to work and proactively contribute to a team as well as work alone.	Team Work	A + I
Strong, demonstrable ability to clearly communicate messages to a target audience.	Communication	A + I
Behaviours		
Ability to proactively report progress and challenges to line manager and supervisor, and analyse mistakes and points to learn from.	Accountability	A + I
A desire to support the emerging creatives at UAL students.	Results Focused	A + I
Self-motivated, with the ability to ask for help when needed.	Personal effectiveness	A + I
A desire to work within a democratic, student-led organisation that exists to serve its members.	Political Awareness	A + I
A strong understanding of inclusion, equality, and diversity, and how this relates to our students and job responsibilities.	Inclusivity	A + I