

### **Role Profile**

<b>Role title:</b>	Performance Programme Assistant
<b>Salary:</b>	£13.45 per hour + holiday pay
<b>Full/Part Time:</b>	Part-Time
<b>Contract term:</b>	Fixed-Term until 31 <sup>st</sup> July 2027
<b>Accountable to:</b>	Student Events Programme Coordinator
<b>Accountable for:</b>	Student group activities relating to Students' Union Theatre
<b>Hours:</b>	Zero-hour. Approximately 4-8 hours per week. <i>Likely 5 core hours per week available with an additional 6 per month when project work available.</i>
<b>Location:</b>	Usually located at the main Students' Union Building / with an option to work some hours remotely
<b>Eligibility:</b>	Open to applicants with relevant skills and experience who are eligible to work in the UK from the start of employment and a current student at UOM, graduating no earlier than July 2027
<b>Benefits:</b>	We offer a great range of benefits. You can see them <a href="#">here</a> .

### **Our Organisation**

We are Manchester Students' Union, the biggest SU in the country, supporting over 40,000 students throughout their time at university. We help to make student life the best it can be by supporting students to campaign for change, creating opportunities to meet new people, providing employment opportunities, providing advice and support and being a safe place on campus.

We are a values-centred organisation that employs around 90 permanent, full-time members of staff. We recruit a wide range of roles throughout the year within all our departments from our Commercial team operating Manchester Academy Venues, 13 Media, Bar 532 & Kitchen and Corridor Coffee to our Student Activities, Student Engagement, Marketing and Communications, Finance, HR and Facilities teams. Our team of around 400 part-time, studying staff are instrumental in providing support to all departments as well as leading major projects like Student Angels. When you join UMSU, you'll be immersed in an environment that empowers staff to make great things happen and we're always on the lookout for innovative, passionate, and proactive people to join us.

Our staff team is led by our senior leadership team who are instrumental in driving our strategy at UMSU. It's made up of our CEO, COO, 3 Directors and 2 Associate Directors. We are governed by our trustees and Exec Officers, you can find out more about that [here](#).

### **Our Organisational Values**

Our values are really important to us and shape the work that we do every day. As part of our recruitment process, we want you to demonstrate how your experiences, behaviours and skills align with our values.

Our values are

- We put students at the heart of what we do
- We provide a ‘great experience’ service
- We believe in improvement and progression
- We are a community
- We are open and transparent
- We are inclusive

You can find more detailed explanations of our values on [our website](#).

### **Role Overview**

Every year around 38 performances as well as numerous events are organised by student groups and presented in our Students’ Union theatre space. In order to better support students using this space and raise the profile of the Students’ Union theatre programme on campus, the *Performance Programme Assistant* will work alongside the *Student Event Programme Coordinator* and *Senior Room Bookings Coordinator* to schedule activity in the theatre space and curate promotional material for performances in the space.

This will be a varied and interesting role for a student who is passionate about theatre and performance and may be interested in developing their administration and programming skills. The *Performance Programme Assistant* role would also suit a candidate who would be keen for a balance between regular administrative tasks as part of their core workload and one-off opportunities to work on a variety of more project-based tasks. The work of the *Performance Programme Assistant* will be important in ensuring work to build relationships with performance groups continues and grows. We hope through this to learn from the candidate's insight as a student and that they will find ways to empower the voices of other students invested in the performance space.

This role is student-facing, requiring excellent customer service and communication skills to support bookings in the theatre space. In addition, the candidate will regularly use of a range of software packages including Microsoft Word, Excel, and Outlook. The candidate will deal with numerous email and face-to-face enquiries predominantly from students looking to use the theatre space. The candidate must be able to balance priorities and take an organised approach to ensuring tasks are completed across the working week. Throughout the year there will also be opportunities to support at events such as Awards Night and fairs.

This role is designed to offer professional development opportunities through training and coaching. As a valued member of the Student Groups team, the *Performance Programme Assistant* will play a key role and have the chance to feed into the Unions long-term vision of curated group performances that are well-attended by students across campus. This is important to ensure that the creative contributions of performance groups are visible and thus offer a vibrant cultural addition to student life.

### **Key Result Areas**

<b>Responsible for</b>	<b>Contributor to</b>
Working with the Student Events Programme Coordinator and Senior Room Bookings	Supporting performance groups and encouraging them to engage in additional

<p>Coordinator to book out SU theatre spaces across an annual performance calendar in both semester 1 and 2.</p> <p>Acting as first point of contact for queries around theatre spaces and for performance groups around their use of space. This includes managing the theatre.su shared inbox for the team.</p>	<p>volunteering, outreach or inclusion activities. Encouraging groups who have not previously participated in a show season to do so.</p>
<p>Relationship building with performance groups, such as MUTTS (Manchester University Technical Theatre Society), who regularly use the SU Theatre space in their student group activities.</p> <p>Creating mechanisms, e.g. surveys and consultations, for performance groups to offer feedback and share impact data and encouraging student leaders to engage with these for evaluation purposes.</p>	<p>Monitoring progress on proposals around renovation of theatre space and communicating relevant updates back to student stakeholders.</p>
<p>Working with SU Marketing team to create a promo strategy for performance schedule, and running promotion, including an Instagram page for the Theatre.</p>	<p>Increasing student engagement with SU theatre space through targeted promotion of performances</p>
<p>Completing research and administration for project-based work through the year e.g. feedback analysis and research into performance programmes at other SUs.</p> <p><i>Guidance and coaching will be offered by Student Events Programme Coordinator.</i></p>	<p>Offering feedback and insight to factor into wider team strategy e.g. around plans for long-term provision of support for performance groups or use of SU performance spaces.</p>

### **Organisational Stewardship & Leadership Responsibilities**

- You'll assist in key Students' Union events & activities throughout the year including Welcome Week, elections and supporting the officers in delivering their plans.
- You'll perform duties in line with the Union policy & procedure framework.
- To contribute to maintaining communal areas and team stores.

### **Person Specification**

Criteria	Assessed at:		
	Application Form	Interview	All

<b>Education</b>			
Current UOM Student <i>Must be graduating July 2027 or later*</i>	x		
<b>Skills</b>			
Administration –organised, capable of managing administrative tasks to a high standard, attention to detail in maintaining financial records via Excel.*			x
Problem solving – great at thinking outside the box, good understanding of when to work independently and when to seek further support.*		x	
Customer service – provides a high standard of customer service, creating a welcoming space for all, continually seeks ways to improve services.		x	
Mentorship – great at supporting others, clear understanding of when and where to signpost others, seeks ways to elevate student voices, encourage others to develop skills and try out new ideas.*		x	
Leadership - able to motivate and inspire a team, setting goals, building trust, supporting team wellbeing.	x		
Project Management – organised and great at planning ahead, confident in communicating with stakeholders through a variety of methods, adept at managing processes.*			x
<b>Personal Attributes</b>			
Awareness/insight in performing arts sector e.g. through experience in arts activity, awareness of the barriers facing student in engaging with performing arts, understanding of the benefits of arts.*			x
Independent – great at taking initiative, trying new ideas and managing own workload, capable of carrying out independent research.			x
Conscientious – awareness of importance of risk assessments, safeguarding procedures and GDPR, good at flagging potential risks.*		x	
<b>Values &amp; Behaviours</b>			

Align with the SU's values and behaviours both personally and professionally.*	x		
Insight driven – always looking for ways to collect data from a range of sources to measure the impact of your work on the student community or to inform your work.			x
Collaborative – great at working collaboratively with team members, seeks ways to ensure all voices are heard, works with colleagues to problem solve.*			x
Active Bystander – continually seeks to dismantle barriers, ensures all working practises are accessible, seeks to ensure all voices are heard and factored in when making decisions.			x

### **Our Recruitment Process**

The way that we recruit is designed to be fair, transparent and inclusive as well as being an enjoyable experience for everyone involved. You should expect to receive great communication and a warm, welcoming experience.

Every member of staff is recruited exactly the same way, by submitting an application form and attending an interview. We use a recruitment platform called StaffSavvy where you'll submit your application and book interviews, if successful.

Our process allows you to show us your authentic self, gives you a platform to display your skills and knowledge in relaxed and welcoming setting. We'll never put you under any necessary pressure on you, ask you trick questions or interrogate you in an interview and we'll support you all the way through our process.

**Top Tip:** our roles can be quite competitive, so we recommend applying as soon as possible as we often close applications early!

If you'd like further information or support regarding our recruitment process, we recommend that you read our full recruitment guide for applicants here.