



Maynooth Students' Union
Aontas na Mac Léinn Mhá Nuad

Operations Team | MSU Events & Facilities

(Fixed Term Contract | September 2023 to May 2024)

The Role

Operations Team Members are key to the efficient running and delivery of Maynooth Students' Union Services to our students. Operations Team Members are required for the following service operations between September 2023 to May 2024 (the organisation will provide you with hours during term time weeks, these hours may vary week to week).

Within our events team, we need people to assist with the day-to-day running of events. Candidates with traditional event experience and those with innovative, creative, and technical skills are required to run the events department. This is an ideal opportunity to get hands on experience working within the events industry. The Events Team will report to the Director of Facilities, Services and Events. Roles for various skill sets are sought across multiple disciplines including Sound and Lighting Technician's, Online streaming and digital content production, event administration, ticketing, bookings, developing event plans, facility tasks in relation to space bookings, room setup and various production tasks.

Principle Duties

Principal duties associated with this role will include:

General Responsibilities

- Customer service delivery across all operations.
- Support MSU Executive officers, MSU Club and others in relation to event coordination, setup, running and delivery.
- Any other relevant duties as assigned by the Director of Facilities and Services.
- Available to work evening and weekend hours as needed.
- Be an Odd job Hero!

Event Administration and Facility Support Responsibilities

- Traditional marketing (poster round) and digital display management.
- Maintain storerooms.
- Stewarding at events, managing ticketed entries.

- Facility bookings and facility furniture setup.
- Social media admin.
- Design quizzes and similar events.

Technical Support Responsibilities

- Use digital sounds desks and lighting controls.
- Maintain and organise our Venue for upcoming bookings.
- Liaise with artists at MSU events.
- Setup and tear down of event sets.
- Coordinating streaming events and meetings.

Note: as the Maynooth Students' Union continues to expand and evolve, it is likely that some flexibility, regarding the allocation of specific duties, will be necessary. Accordingly, the list of duties detailed above is not intended to be exclusive or restrictive; duties may be added or withdrawn but any such alterations will take place within the remit of campaign support.

The ideal candidate will have:

- Have a passion for events
- Have experience in events
- Willingness to learn and bring ideas
- Excellent organisational skills and time management
- Team Player, flexible work ethic.

Maynooth Students' Union

Maynooth Students' Union is the representative body for the students of Maynooth University (MU) and St Patrick's Pontifical University (SPPU) and seeks to serve their social, cultural, welfare, educational, political, and developmental needs, to further their interests, and generally to enhance their well-being. MSU operate a student centre and provides a range of supports and other services to the student body. MSU also operates as a registered club for the purposes of running a member's bar and venue.

MSU is an unincorporated association whose aims and objectives are defined by its Constitution adopted by its members.

MSU's activities are primarily directed through the MSU Executive (comprising elected Full Time and Part Time Officers) with policy oversight from the MSU Student Senate (comprising the MSU Executive, Student Academic Reps, Clubs & Societies Council Members, and directly elected Student Senators, representing various interests) together with governance oversight from the MSU Board of

Trustees. The MSU President is the prime student representative. The MSU President is assisted by the MSU Executive, the MSU Student Senate, and by the MSU Director General and their staff.

MSU is a member organisation with the Union of Students in Ireland.

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview
- Appointments will be approved by the Director General based on the recommendation of the interview panel
- It is anticipated that interviews will be held during the week commencing Monday, 28 August 2023.
- The appointment is expected to be effective as soon as possible thereafter.

Terms and Conditions

The Irish Living Wage rate of €13.85 per hour.

Data Protection

Maynooth Students' Union will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth Students' Union, then your personal data will continue to be processed in accordance with our Privacy Notice for Employees.

You can view our Job Applicant Privacy Notice on our website:

<https://www.msu.ie/pageassets/policies/privacy/MSU-Job-Applicant-Privacy-Notice.pdf>.

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Friday, 18 August 2023**.

Applications must be submitted by the closing date and time specified above.

Late applications will not be accepted.

Maynooth Students' Union is an equal opportunities employer.