



## Job Description

**Institute of Making Intern – Events**

**Grade: 3**

**Hours of Work: Flexible (minimum 8 hours per month).**

**Fixed term from March 2023 – March 2024.**

**Department: Institute of Making**

**Location: Engineering Building, UCL**

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### Reports to

Events Manager / Workshop Manager all at the Institute of Making

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### Context

The Institute of Making is a creative home for everyone who would like to collaborate, innovate, contemplate and understand making – creating a space for truly imaginative and unexpected projects. The Institute of Making is physically based within the UCL Faculty of Engineering, but works across all disciplines and subject matters, and with every imaginable type of maker, including artists, engineers, chemists, linguists, technologists, archaeologists, designers, social scientists and architects.

The Institute of Making is a unique organisation that explores the wonder of materials and the made world through a wide range of activities. Our areas of work include: teaching a range of making processes in our workshop; producing popular hands-on event programmes for UCL staff, students and the public; maintaining a celebrated Materials Library, and leading ground-breaking academic research projects. Our interns are an important part of our community, and are a valued support in our tool training programme and our events work.

These are casual roles with a 12-month term, from March to March of the following year.

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## Main purpose of the job

The Institute of Making Interns are an important part of our membership community, and help with our tool training programmes and our events. We have three types of internship available this year; Digital Tools internships, Analogue Tools internships, and Events internships.

We rely on all of our interns to:

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- To uphold the Institute of Making ethos
  - To be kind and helpful
  - To contribute to a safe and inclusive work environment
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As Events Intern, you will also be trained in a specific area of work, which includes:

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- Working with the general public at events
  - Assisting makers at workshops and masterclasses
  - Basic events management skills (booking systems, communications, project coordination)
  - Helping to deliver our large-scale public events once or twice a year
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Interns need to work at least two to three 4-hour shifts per month and sign up to work on at least one large-scale public open day event. Interns also need to attend mandatory paid training days.

Attendance to the training dates is mandatory for all interns, however we can be flexible about shifts and will work with you to make sure that shifts do not interfere with your studies or work at UCL.

Besides providing a casual job which will be flexible and understanding about your other responsibilities at UCL, being an intern at the Institute of Making offers the opportunity to develop a range of making skills. We will also provide public engagement training, as well as inclusion and diversity training, and organise socials to celebrate our intern community. During the course of the year, it may be possible for interns to get involved with wider Institute of Making research initiatives (e.g. creating research blogs or assisting with research workshops) if that is of interest.

# Person Specification

| Criteria                                                                                                                                                                                                                       | Essential or Desirable | Assessment method (Application/Interview) |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------|
| <b>Experience and availability</b>                                                                                                                                                                                             |                        |                                           |
| Be a student or staff member at UCL from March 2023 until March 2024                                                                                                                                                           | Essential              | Application                               |
| Able to commit to working a minimum of two 4-hour shifts per month during term time and also regularly help to deliver our public events (which may be on the weekend)                                                         | Essential              | Interview                                 |
| Able to commit to all of the following training dates: Monday 27th March, Friday 21 <sup>nd</sup> April                                                                                                                        | Essential              | Interview                                 |
| <b>Skills and abilities</b>                                                                                                                                                                                                    |                        |                                           |
| Reliable and punctual                                                                                                                                                                                                          | Essential              | Application/Interview                     |
| Enthusiastic about making and materials                                                                                                                                                                                        | Essential              | Application/Interview                     |
| Uphold the Institute of Making ethos                                                                                                                                                                                           | Essential              | Application/Interview                     |
| Enjoy working with people                                                                                                                                                                                                      | Essential              | Application/Interview                     |
| Good communicator                                                                                                                                                                                                              | Essential              | Application/Interview                     |
| Ensure the Institute of Making as an inclusive, kind and safe space for all                                                                                                                                                    | Essential              | Application/Interview                     |
| Ability to work as part of a team, as well as independently for short periods while recognising when advice or input needs to be sought, with a willingness and ability to build good relationships with the rest of the team. | Essential              | Application/Interview                     |
| Willingness to learn new making and events skills (e.g. assisting expert makers at events and working with the general public at events) and commitment to our intern training requirements                                    | Essential              | Application/Interview                     |
| Willingness to work on administrative events tasks (e.g. working on emails, listings, event bookings systems) in the office                                                                                                    | Essential              | Application/Interview                     |
| Current member with completed Level 1 Induction (here's how to book a session <a href="https://members.instituteofmaking.org.uk/registration">https://members.instituteofmaking.org.uk/registration</a> )                      | Desirable              | Application/Interview                     |
| Experience assisting on public events, community events or public engagement activities                                                                                                                                        | Desirable              | Application/Interview                     |