

**Job Description****Event Assistant****Creative Arts Administration Development Scheme Internship**

**Department/School:** Performance Venues, Estates and Facilities Management

**Contract type:** Fixed term, Casual, Paid Internship

**Advertising length (weeks):** 4 weeks

**Overview**

For the 2025-26 season we are seeking to recruit five students or graduates within the last year to fill Events Assistant roles.

Events Assistants support the delivery of Curated Programmes performances in a front of house operational capacity, in addition to supporting marketing and promotional activity throughout the city. You will work primarily with the Concerts Series and Enable US

*Specific responsibilities include:*

- Customer facing stewarding at Performance Venue events
- Support setting up of venues for performances
- Assist with box office and ticketing, including customer queries
- Support audience admission process and check tickets and passes
- Hand out programmes and marketing materials
- Proactively assist and support customers and dealing with enquiries
- Support artist liaison, including calls to stage, light changes, and stage management
- Assist with promotional activities, such as print distribution and flyering, both on the campus and throughout the city
- Working with your fellow team members and the Duty Manager to ensure the theatre is consistently presented to a high standard of cleanliness, tidiness and functionality
- To undertake any other reasonable requests as required by Performance Venues staff including the Duty Manager
- Ensuring that all company policies, including health and safety, are complied with by all staff at all times
- Undertake training to learn about event management, health and safety and more.

In addition, this year we will be supporting other events in the Octagon, and there will be opportunities to work other shifts for major events. These shifts are not mandatory to the role.

**Person Specification****UNIVERSITY  
OF THE YEAR**

Our diverse community of staff and students recognises the unique abilities, backgrounds, and beliefs of all. We foster a culture where everyone feels they belong and is respected. Even if your past experience doesn't match perfectly with this role's criteria, your contribution is valuable, and we encourage you to apply. Please ensure that you reference the application criteria in the application statement when you apply.

### Essential criteria

- Good knowledge and passion for the arts (in particular live music, theatre & comedy)
- Well organised, with a flexible, **proactive** and can-do attitude to work
- Able to problem solve and act on initiative
- Good customer service skills with a friendly, welcoming demeanour
- Confidence to communicate with people from a range of different backgrounds, cultures and with different life experiences.
- Ability to follow event protocols and health and safety processes.
- An understanding for safe working practice,
- An ability to adapt to new objectives quickly and professionally.
- Able to manage their time effectively between study and working patterns if you are a current student.

### Desirable criteria

- Experience working in a customer service setting
- Experience working in a bar setting

[All above criteria assessed in telephone interview and application]

### **Further Information**

**Grade:** 2.2

**Salary:** £12.64 an hour plus holiday pay

**Work arrangement:** Term-time, Part time, Casual - around 4-8 hours a week.

**Duration:** 29/09/25 - 15/05/25

**Line manager:** Music Programme Producer

**Direct reports:** Music Programme Producer, Marketing & Audience Development Officer, Duty managers

**Our website:** <https://performancevenues.group.shef.ac.uk/>

For informal enquiries about this job contact

Nick Potter, Music Programme Producer: on [n.potter@sheffield.ac.uk](mailto:n.potter@sheffield.ac.uk) or on **07864603487**

### Next steps in the recruitment process

It is anticipated that the selection process will take place on 7th and 8th October 2025. This will consist of a telephone or online interview. We plan to let candidates know if they have progressed to the selection stage by Friday 3rd October 2025. If you need any support, equipment or adjustments to enable you to participate in any element of the recruitment process you can contact Nick Potter on the details above.

### Our vision and strategic plan

We are the University of Sheffield. This is our vision: [sheffield.ac.uk/vision](https://sheffield.ac.uk/vision) (opens in new window).

We are a Disability Confident Employer. If you have a disability and meet the essential criteria for this job you will be invited to take part in the next stage of the selection process.

### Job Advert

<b>Job Reference Number:</b>	<b>CAADS2025MA</b>
<b>Working Pattern:</b> (applicable if fractional, specify days if a business requirement)	Approximately 4-8 hours a week during term time, for up to 12 weeks a term. On average Events Assistants will cover around 100 hours across 2 terms, but certain periods will be busier than others.  Shifts are allocated by our team and based on availability, and can be accepted or refused by staff.
<b>Closing Date:</b>	<b>2 October 2025 - 11.59pm</b>

Are you a student or recent graduate who is keen to get essential experience in the creative and events industries? We are looking for a new post-holder on our yearly paid internship scheme, as an Events Assistant

Are you interested in working Front of House positions in a busy venue with a diverse range of events? We are looking for someone who is flexible and keen to learn new skills, and who enjoys working with and supporting members of the public -helping make their experience at Performance Venues truly special.

The Creative Arts Administration Development Scheme (CAADS) fosters paid opportunities for student development of performing arts management and arts administration skills in a demanding, outward facing professional context.

These roles are open to current students, or graduates in the last year. You must have been a student of either the Faculty of Arts and Humanities or Social Sciences at the University of Sheffield.

Interns work as part of a highly skilled team, developing skills in a number of core performing arts management functional areas. This year will include additional training to build up your skills in duty management and events management. The scheme is a great way to build valuable CV points, and a number of former participants have entered employment in arts organisations throughout the UK.

What previous participants have said about CAADS

*“As Concerts Intern I learnt a great deal about what goes into the running of a successful concerts series. It was an invaluable experience that I enjoyed enormously and it ignited a passion within me to make music management my career.”*

*“During my time as an Intern I have been able to gain an insight into the organisation behind a successful concert series and work with and alongside music professionals. I have been given the opportunity to develop skills in tasks I previously had little experience with and this has increased my confidence a great deal. The internship has been a great platform on which I hope to build professional experience in the future.”*

### **About Performance Venues**

Performance Venues is the home of three events spaces at The University of Sheffield. Here, we curate a wide programme of live music and performance events to entertain as well as educate. Our events are presented in three iconic venues on the University campus - the Octagon, Firth Hall and the Drama Studio. Over the last year alone we have welcomed over 45,000 people through our doors.

The University of Sheffield is a remarkable place to work. Our people are at the heart of everything we do. Their diverse backgrounds, abilities and beliefs make Sheffield a world-class university.

We are committed to exploring flexible working opportunities which benefit the individual and University.

We build teams of people from different heritages and lifestyles from across the world, whose talent and contributions complement each other to greatest effect. We believe diversity in all its forms delivers greater impact through research, teaching and student experience.

### **Graduate Attributes**

This internship position will help develop your skills in the following Sheffield Graduate Attributes:

Interpersonal skills - communication, emotional intelligence  
Working with others - leadership, collaboration  
Equality and inclusion: - community, global citizen, inclusive  
Ethics and sustainability - Appropriate conduct  
Purpose - positive mindset  
Personal development - growth mindset



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Enterprising - adaptable, commercially aware