**Gifford Lecture Series Internship**

**COLLEGE OF ARTS**

**SCHOOL OF CRITICAL STUDIES**

**GRADE 5 – Casual worker (Spinal point 16)**

**Job Purpose**

Effectively and efficiently to undertake a range of duties associated with the organisation of the Gifford Lecture and Research Seminar series at the University of Glasgow (October 2018).

**Main Duties and Responsibilities**

The main duties are likely to include the following:

1. To support the organisation of the Gifford Lecture and Research Seminar series at the University of Glasgow to take place in October 2018.

2. To contribute as appropriate to the development of relevant publicity materials.

3. To liaise with University services and the Gifford Committee for the effective organisation of the event.

4. To inform about and involve the University’s academic community (staff and students) in the event as appropriate and as directed by a designated member of the Gifford Committee.

5. To undertake appropriate training as required.

**Knowledge, Qualifications, Skills and Experience**

**Knowledge/Qualifications**

**Essential**

A1 Good first degree

A2 Registered for a research degree or have attained a PhD in a relevant subject

**Skills**

**Essential**

C1 Excellent communications and language skills both oral and written

C2 Excellent interpersonal skills

C3 Time/project management skills

C4 Ability to work independently and as part of a team

C6 Basic web skills (incl. social media platforms)

**Experience**

**Essential**

E1 Successful completion of previous year’s APR, where appropriate

E2 Familiarity with writings of Gifford speaker

**Desirable**

F1 Successful completion of first year of postgraduate research degree

F2 Experience with organizing seminar series, conference or public events

**Job Features**

**Dimensions**Support the organisation, publicity campaign and hosting of Gifford Lecture series.

**Planning and Organising**

Organisational skills to effectively manage time and prioritise organisational duties as appropriate.

Reactive and responsive – Responding to or passing on queries as appropriate.

**Decision Making**

Take decisions as appropriate in accordance with advice from designated member of Gifford Committee*.*

Prioritise own work on a timescale agreed with designated member of Gifford Committee. 

**Internal/External Relationships**

*Internal* Designated member of Gifford Committee and Committee Clerk for exchanging information and organisational strategy.

Glasgow University staff and students to inform and involve where appropriate.

Glasgow University services for the organisation of room bookings, catering, events and internal media information

*External*

Invited Gifford speaker for lecture, accommodation and related arrangements

Members of the public and other Universities for information and queries

Communication with press and maintaining presence on social media platforms in accordance with advice from designated member of Gifford Committee*.*

Communication with Scottish Graduate School for the Arts and Humanities (SGSAH) for dissemination and support as appropriate

**Problem Solving**Act as first point of contact for problems/enquiries from speaker and prospective audiences.