



## **Event Steward**

**Employer:** LSE School of Public Policy and LSE European Institute

**Position title:** Event Steward

**Contract Type:** Temporary

**Contract Hours:** Casual

**Remuneration/ Pay rate:** Band 3- £18.45 per hour

**Location:** LSE Campus

The European Institute (EI) and School of Public Policy (SPP) are seeking event stewards to support our busy events programme across both departments.

The job mainly involves working with public events, Monday - Thursday evenings during term time. Shifts will generally range from 1.5 - 3 hours, starting at 5/5.30pm, and most stewards work about 1 shift per week during term time.

Stewards assist with the set-up of the event; scanning tickets; seating the audience; clearing down after the event; and generally being friendly and helpful. There may also be an element of assisting with the online elements of the events, such as starting zoom webinars, messaging our online audiences with pre-prepared text, etc.

Flexibility is essential - there will be some daytime work available, and stewards are sometimes required to perform administrative tasks. Some shifts will be available during holiday periods (working for conferences, for example) but the majority of work is during term time. You will be expected to work regularly during term time, but when you work is always up to you. Please note, we can never guarantee a certain number of hours per week, as this depends on how busy the programme is at any one time.

We are looking for candidates with excellent communication and team work skills; a positive proactive approach to work; and an outgoing and friendly manner.

You must be a current SPP or EI student who is able to commit to working for at least the full academic year 2024/2025.

**If you are interested in joining our events team, please email [spp.events@lse.ac.uk](mailto:spp.events@lse.ac.uk) with your CV and a short personal statement by cob Tuesday 8 October.**