

### Job description for the event manager

The event manager at the student union has the overall responsibility for the student social life in both Eskilstuna and Västerås. Although there are some cultural and routine differences, the mission, and responsibilities are the same. The event manager is responsible for the planning, implementing, and evaluating the student social activities.

#### **Event planning ≈ 44% (15 hours / week)**

Event managers are responsible for making student social life active and inclusive. That involves planning and implementing activities as well as evaluating the results. Event managers are responsible for the activities, parties, and pubs that the student union plans both inside and outside the student union houses. Since the events usually take place in our union pubs, the event manager must communicate and work closely with the pub and house managers in Västerås and Eskilstuna. Event manager should also include educational, self-improvement lectures or workshops activities as well as the parties. The big parties are the Full Moon party in May, Halloween and October fest in October, Summer party in June, Big winter party in December. The event manager should have a close relationship with ESLA, MSS, SEXET and other student associations to support them and vice versa.

Furthermore, the event manager must work closely with MDU, Eskilstuna and Västerås municipality to collaborate with events such as Lucia Mingle, Pride, Musikhjälpen, Olympiad etc.

Lastly, the event manager is responsible for inventory management for the event decorations.

#### **Rookie periods ≈ 17,6% (6 hours / week)**

The event manager for both locations is responsible for coordinating the rookie periods at each location. The coordination means, among other things, that event managers are responsible for designing the common rookie schedule, that the rookie policy is updated and followed and are involved in the general and sponsor educations that the university organizes. Moreover, the event manager is responsible for holding the General meetings at least once a month and when needed. They are responsible for booking, preparing agenda, protocols during the after the meeting.

#### **Line and student associations ≈ 18,2% (6,2 hours / week)**

Event managers have a responsibility over the line association committees in both locations. The design and composition of the line association committees are regulated in the Mälardalen Student Union statute and the Association Regulations. In addition to the committee work itself, the event managers are the contact persons between the student union and line and student associations and are responsible for supporting and helping these.



**Additional group projects/meetings ≈ 10% (3,4 hours / week)**

The group projects/meeting are written in the document *“Job description for the group to work towards common goals.”*

**Additional work time ≈ 10% (3.4 hours / week)**

These hours should be used to evaluate/plan and can be added wherever there is need for additional work for the union.