

Job description for the event manager

The Event Manager at Mälardalen Student Union (MDSU) is tasked with the overall responsibility of enhancing student social life across the campuses in Eskilstuna and Västerås. While cultural and procedural variations exist between the two campuses, the mission and responsibilities associated with this role remain the same. The Event Manager's primary duties include the planning, execution, and evaluation of social activities that contribute to a vibrant and inclusive student community.

Event planning

This involves organizing a wide array of student activities, ranging from educational workshops and self-improvement lectures to themed parties and social gatherings. The manager is also responsible for hosting major events, including Halloween and Oktoberfest in October, the Summer in June, and Winter Party in December. Building strong relationships with student associations such as ELSA, MSS, Internaional committee (IC), and SEXET is crucial to ensuring collaboration and mutual support. Furthermore, the manager must work closely with Mälardalen University (MDU), as well as the municipalities of Eskilstuna and Västerås, to facilitate events such as "the welcoming", Lucia Mingle, Pride, Musikhjälpen, and the Olympiad. Another key responsibility in this domain includes maintaining and managing the inventory of event decorations and materials.

Rookie periods

Approximately seventeen and a half percent of the manager's time, or six hours per week, is allocated to coordinating the rookie (orientation) periods on both campuses. This coordination entails planning a comprehensive rookie schedule, ensuring the rookie policy is up to date and adhered to, and participating in the general and fadder education sessions organized by MDU twice a year. The Event Manager is also responsible for organizing General Meetings at least once a month or as required. These duties include booking meeting spaces, preparing agendas, and documenting meeting protocols.

Program and student associations

The role also involves managing program and student associations. This responsibility includes overseeing the program association committees as outlined in the MDSU statute and Association Regulations. As the primary contact between the Student Union and all associations, the Event Manager provides necessary support, such as room bookings and access to spaces like LF rooms. Monthly LF meetings are organized at both campuses to facilitate coordination and information exchange among associations regarding their planned activities. While the Vice Chairperson for Collaboration chairs these meetings, the Event Manager acts as the secretary. The protocol for the meetings needs to be adjusted, signed scanned and uploaded on MDSU website.

Additional work time

An additional ten percent of their time is reserved for administrative duties. This includes evaluating their work, documenting activities, and providing support for any additional tasks required by MDSU. Monthly meeting with the Vice Chairman for Collaboration to report,



evaluate and plan for the month ahead.

Additional group projects/meetings

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