How will you spend your time?

As an Event Organiser, you will be responsible for arranging informal get-togethers for alumni in your area. These may gather alumni from professional sectors, particular areas of international or cultural interest, or simply act as social/professional networking events. Examples of these might include after-work drinks, local walks, museum/gallery visits or informal lunch/dinners.

With your unique international outlook, you may on occasion help the University with more formal event logistics (such as sourcing venues, negotiating rates, advertising and helping at events). Your local knowledge on appropriate timings of events and cultural awareness will be invaluable to organising and running events across the globe.

Event Organisers within the same region will be put in touch with each other to share ideas and activities, broadening your alumni network. The University of Nottingham will work closely with you to support any self-led events you’d like to organise and also keep you updated on University of Nottingham events organised by us which you may be asked to help with. Appropriate training and resources will be provided.

All about you

Event Organisers are friendly and approachable alumni of all ages, subject areas and interests. This opportunity is ideal for those wanting to meet other alumni in their region and share their existing alumni networks with others. Good local knowledge and creativity to investigate and identify appropriate alumni activities is important.

How much time will you give?

For an informal event we would expect a 2 hour event plus planning time and travel time. For a more formal event we would expect 2.5 – 3 hours plus planning time and travel time. Specifics for your area can be discussed with the International Alumni Relations Manager. The expectation is that this role would be for 18 months, after which the role would be reviewed.

Why give your time?

- To facilitate professional networking and evolve the alumni network in your region
- To foster a supportive community where alumni help each other to fulfil their potential
- Gain experience in event planning and logistics and meet with University hosts and staff

Apply Now!

To apply online, please click here. Please note that we may wish to have a conversation with you via Skype prior to appointment.

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