

PLACEMENT DESCRIPTION

Employer: WEX TEMPLATES

Contact:

Supervisor:

Employer Tel:

Website:

Job: Event Planner

Classification: Sales, Marketing & Advertising

Ref: 13,032

Aims & Objectives: To develop key skills through the experience of work. To gain an insight into working within event management.

Key Tasks: Students will do a certain amount of observation/shadowing, then after training and under supervision (at all times) may assist trained staff with basic tasks such as site surveys, site clearance, furniture removal and packing up. Student may have the opportunity to assist on a project from start to completion. (Weddings, festivals, parties etc.) Involvement with: marquees, tables and chairs, lighting, public address systems, generators, dance floors, flooring, staging and portaloos.

Requirements: Student should be reliable and punctual with good communication skills and have a genuine interest in this area of work. Fit and fairly strong. Personal mobile phones should be used for emergencies only. Students must be prepared to follow orders carefully and use their initiative. Students must be team workers and have commonsense.

Clothing: Dress should be casual with steel toe capped shoes - these can be borrowed on deposit - contact the Careers Service on 706567.

Working Hours: 8am - 5pm Monday to Friday (max 37 hrs) Could be flexible depending on bookings.

Meal Breaks: 1 hour for lunch - flexible times - lunchtimes may be unsupervised Packed lunch needed.

Interview Required: Y

Student to Arrange: Y

Notes: Student to contact employer to arrange an interview / informal chat prior to starting the placement.

Employer's Health & Safety Risk Assessment:

LACK OF KNOWLEDGE, EXPERIENCE & AWARENESS:-Student must be supervised at all times.EQUIPMENT & MACHINERY:-Student will not come into contact with dangerous chemicals or hazardous machinery.PERSONAL PROTECTIVE EQUIPMENT:-Personal protective equipment will be provided where necessary.(gloves, ear defenders etc.)LIFTING & MANUAL HANDLING:-Student will be taught safe lifting and handling procedures.SLIPS, TRIPS & FALLS:-Student must not work at a height where there is a possibility they may fall.ELECTRICITY:-Student will not be working with live cables.CHEMICALS & FLAMMABLE MATERIALS:-Student will not handle any chemicals or have anything to do with portals.CHILD PROTECTION ISSUES:-student will be supervised by more than one person at all times.WORKPLACE SPECIFIC HAZARDS:-Events under construction or deconstruction can be dangerous places - students must listen and do as they are told for their own safety.

Special Notes:

Parents/Guardians will be expected to give details of any health problems e.g. epilepsy, asthma etc on the agreement form

Last Visit Date:

Next Visit Date:

Risk Band: H