



Job Description

**Institute of Making Intern –
Events**

Grade: 3, spine point 8
**Hours of Work: Flexible (approx 8
hours per month).**

**Fixed term from January 2027 –
February 2028.**

Department: Institute of Making

Location:
**Marshgate Building, Stratford,
UCL**

Reports to:

Events Manager at the Institute of Making

Context:

The Institute of Making is a creative home for everyone who would like to collaborate, innovate, contemplate and understand making – creating a space for truly imaginative and unexpected projects. The Institute of Making is physically based within the UCL Faculty of Engineering, but works across all disciplines and subject matters, and with every imaginable type of maker, including artists, engineers, chemists, linguists, technologists, archaeologists, designers, social scientists and architects.

The Institute of Making is a unique organisation that explores the wonder of materials and the made world through a wide range of activities. Our areas of work include: teaching a range of making processes in our workshop; producing popular hands on event programmes for UCL staff, students and the public; maintaining a celebrated Materials Library, and leading ground breaking academic research projects. Our interns are an important part of our community and are a valued support in our work.

These are casual roles with a 13 month term, from January to February of the following year.

Main purpose of the job:

The Institute of Making Interns are an important part of our community and assist our team with different areas of work across the organisation. We have two types of internship available this year; a Communications internship and Events internship, and although you'll be assigned to one type of internship, you may on occasion work collaboratively with both teams.

We rely on all of our interns to:

- Uphold the Institute of Making ethos
 - Be kind and helpful
 - Contribute to a safe and inclusive work environment
-

As a Events Intern, you will also be trained in a specific area of work, which includes:

- Working with the general public at events
 - Assisting makers at workshops and masterclasses
 - Basic events management skills (booking systems, communications, project coordination)
 - Helping to deliver our large-scale public events once or twice a year
 - Helping to deliver our Lunchtime Looks
-

The first half of the Events Internship will focus on the delivery of the Festival of Stuff, learning crucial events organisational skills and doing ad-hoc administrative work. The second half of the year will focus on putting these skills into motion, taking more ownership of our events work.

Interns are expected to work an average of two four hour shifts per month throughout the year. In June, due to our flagship Festival of Stuff event, longer, more frequent shifts will be available. To balance this, fewer shifts will be scheduled throughout July and August.

All interns are required to work at the Festival of Stuff (taking place on a Saturday in June or July 2027, date TBC) and must also attend two mandatory training days in January 2027, which are also paid.

Interns will start their 13 month term in January 2027, with mandatory attendance at all day paid training on Tuesday 19th & Wednesday 20th January 2027.

Attendance to our training dates is mandatory for all interns, however, we will work with you when scheduling future shifts to make sure that they do not interfere with your studies or work at UCL.

Besides providing a casual job which will be flexible and understanding, being an intern at the Institute of Making also offers the opportunity to develop a range of making skills. We will also provide public engagement training, as well as inclusion and diversity training, and organise socials to celebrate our intern community. During the course of the year, it may be possible for interns to get involved with wider Institute of Making research initiatives (with our Materials Library, research team and workshops team) if that is of interest.

Person Specification

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Experience and availability		
Be a student or staff member at UCL from January 2027 until February 2028	Essential	Application
Able to commit to working a minimum of two 4 hour shifts per month during term time and also regularly help to deliver our public events (which may be on the weekend)	Essential	Interview
Able to commit to all of the following training dates: Tuesday 19th & Wednesday 20th January 2027	Essential	Interview
Skills and abilities		
Reliable and punctual	Essential	Application/Interview
Enthusiastic about making and materials	Essential	Application/Interview
Uphold the Institute of Making ethos	Essential	Application/Interview
Enjoy working with people	Essential	Application/Interview
Good communicator	Essential	Application/Interview
Ensure the Institute of Making as an inclusive, kind and safe space for all	Essential	Application/Interview
Ability to work as part of a team, as well as independently for short periods while recognising when advice or input needs to be sought, with a willingness and ability to build good relationships with the rest of the team.	Essential	Application/Interview
Willingness to learn new making and communications skills (e.g. crafting new ideas for our communications) and commitment to our intern training requirements	Essential	Application/Interview
Willingness to work on administrative communications tasks (e.g. working on filing and organising our assets, editing events photography and proofreading) in the office	Essential	Application/Interview
Willingness to work on ad hoc duties with the wider Institute of Making team, including possible tasks for the workshops, Materials Library or Research team	Essential	Application/Interview

Criteria	Essential or Desirable	Assessment method (Application/Interview)
Current member with a completed Induction	Desirable	Application/Interview
Experience assisting on public events, community events or public engagement activities	Desirable	Application/Interview