

LaunchBox Project Officer

Summer role, May – Freshers' Week 2019, with potential to take annual leave during the summer subject to approval. Answering to Student Startup & Innovation Manager, Alison Treacy.

Job Description

To help the Student Startup & Innovation Manager in the run-up to, duration of, and aftermath of LaunchBox, Tangent's Student Accelerator.

(www.tcd.ie/tangent/accelerators/launchbox)

LaunchBox is a summer accelerator programme open to teams of Trinity students (undergrad and postgrad) with an early-stage business. The program provides mentorship, funding, access to alumni and investors, and the ideal collaborative environment to launch new startup ventures.

Trinity prides itself on its students' innovation, enterprise, courage, and creativity, and LaunchBox is a perfect example of this. We aim to empower students to forge and follow their own path through entrepreneurship, and this is made possible through the support for such projects both within Trinity and within the startup ecosystem.

This is an exciting opportunity for a self-starter with an interest in startups, project work, event management, and creative communications and marketing. We are looking for someone who is enthusiastic to be a part of the programme, a people person who can take initiative, and someone who shows good attention to detail.

Duties and Responsibilities:

Administrative

Help with administration of the LaunchBox project, including but not limited to help with team finance forms and queries from startups; liaising with security and other internal Trinity departments of relevance under guidance of Student Startup & Innovation Manager; updating and maintaining the LaunchBox website; helping to coordinate and organise visiting speakers, and weekly team meetings between teams and programme manager. Attention to detail, ability to work well with other departments around Trinity, and ability to take initiative desirable.

Event Management

Help Student Startup & Innovation Manager to organise various LaunchBox events throughout the duration of the project, including but not limited to the launch of 2019's programme; talks, 1:1s, and workshops with external experts throughout; and the final Demo Day to close LaunchBox 2019 on September 5 2019. Ability to work well in a team is essential. Event management experience a plus.

Social Media and Comms

Updates about LaunchBox including photos, blog posts, and video to various LaunchBox and Tangent social media channels, in keeping with our tone and brand. Social media experience, and an interest in creating interesting and relevant content throughout the programme, desirable.

Space Management

Organising facilities and refreshments for duration of LaunchBox programme, with guidance and help of Student Startup & Innovation Manager; handling any problems that arise from teams or otherwise in the LaunchBox space. Please note some lifting of furniture may be required to change the space set up ahead of events etc.

Other Miscellaneous Duties

Depending on any problems that arise, or specific areas of interest for the selected candidate additional miscellaneous duties may be required.

Hours

You will be guaranteed 30 hours p.w. for the duration of LaunchBox. Please note that some out of hours work may be required, and flexibility will be valued in this role. Flexibility will also be given in return where possible. Likewise, if applicants are interested in particular elements of the LaunchBox programme, they will be accommodated so they can attend talks and so on.

Pay

You will be paid €15 p.h. for the duration of LaunchBox. You will be paid weekly.

How to Apply

Please send your CV with a 100-word cover letter to LaunchBox@tcd.ie with Subject Line: [Your Name] Application LaunchBox Project Officer **on or before 5pm Sunday 24 March 2019. A short interview will be held during or before Trinity Week depending on the candidate's availability.**

Your cover letter should outline why you are interested in and suitable for the role with particular reference to your experience as it pertains to the duties outlined above.

If you have questions relating to this post before the closing date, please email Alison.Treacy@tcd.ie