

## Discover! Creative Careers Week

### Workshop: The Events Apprenticeship at the University of Cambridge Museums

**Ella Lange is the Events Apprentice at UCMs and frequently plans and organises events around the museums. Ella has shared a brief for today's workshop which demonstrates multiple elements of her job role.**

As an Event Assistant working for the University of Cambridge Museums, you have been approached by your manager to support the planning and delivery of a Summer Concert at one of the Museum. Your team has been allocated a budget of £10,500, half of which has been donated by a local organisation whose aim is to improve community engagement between residents and local businesses.

You will be required to select an appropriate theme for this event, with the aim of promoting the Museum and its commitment to engaging with the community to promote future visits from attendees. The event will be aimed at adults, who must purchase tickets ahead of the event day however, accompanied children may attend free of charge.

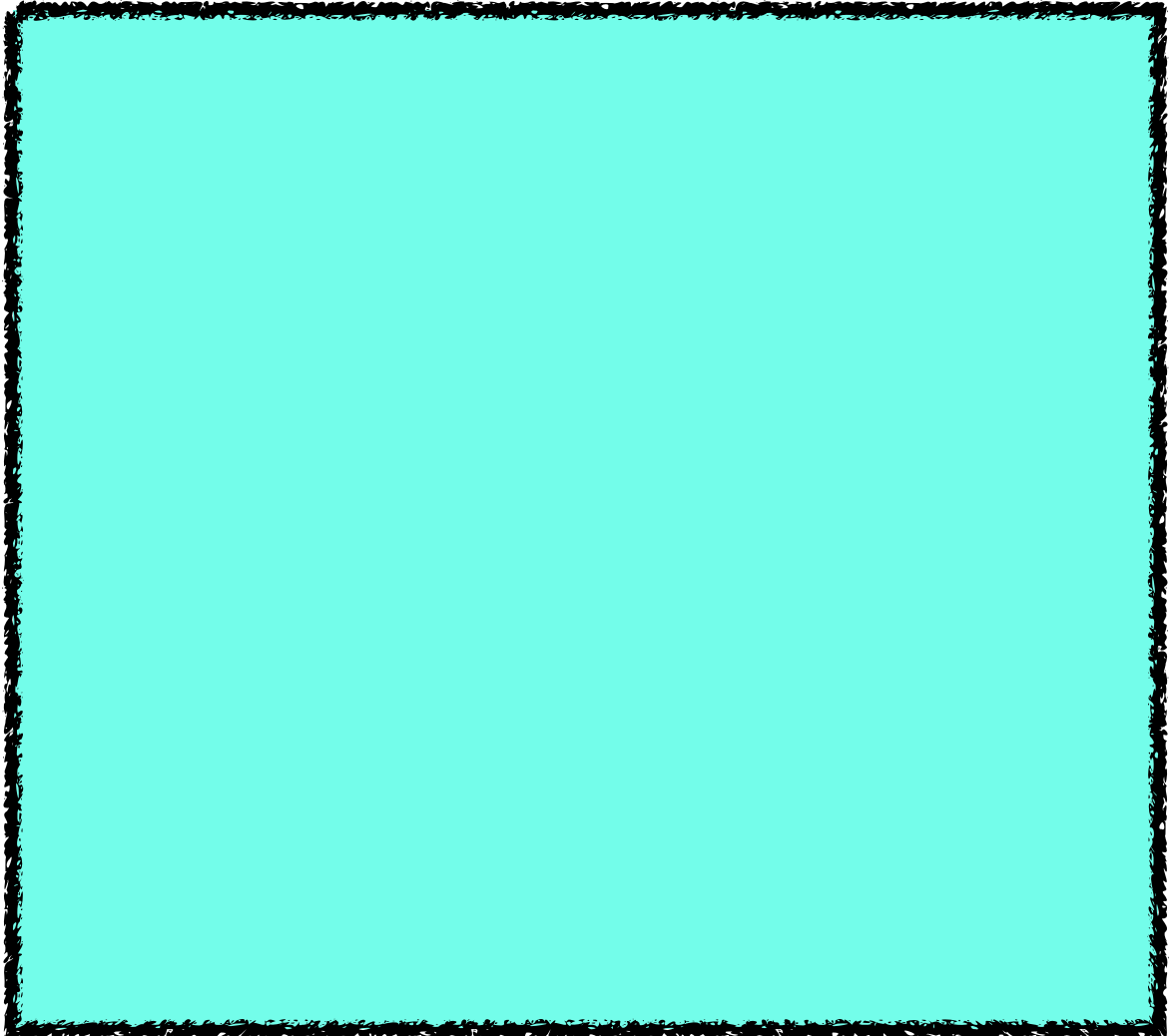
You will be present onsite on the event day to liaise with the various teams and support any last minute requirements.

#### You should consider:

- Choose which of the [University of Cambridge Museums](#) you will hold the event at
- Decide on the theme of your event and give it a name
- Consider how many people you could accommodate at the event
- What time of day will you hold the event?
- Do you need catering and drinks? What will you serve? Do you think the museum will come with any requests such as no dark coloured drinks or messy food? Why do you think this is?
- What staff do you think you will need?
- What about equipment? Will you be playing any music or having performers?
- What do you think your guests will need?
- Will everyone be able to access the event?
- How will you know if your event has been a success?

What skills did I use today...?

Jot down in the box below any skills you used or learnt during todays workshop....

A large, empty rectangular box with a thick black border, intended for writing down skills used or learnt during the workshop. The box is currently blank, providing space for the user's response.