



WELCOME PACK

BA (HONS) ARTS AND EVENT MANAGEMENT

2014

FACULTY OF MEDIA AND PERFORMANCE



Introduction

Dear Student

“Creativity is intelligence having fun”. Albert Einstein

Congratulations on gaining your place on the BA (Hons) Arts and Event Management course! The standard of applicants this year was very high and you can be proud that you have been successful in getting a place on the course. We look forward to welcoming you to The Arts University when you arrive in September and we hope that your time with us will be enjoyable, challenging, exciting and rewarding.

Our course is a first step towards a career in a wide-ranging and fast-moving industry that spans the subsidised arts, commercial entertainment, the creative industries and a wide range of occupations that support the making and staging of creative work. You will find graduates from our course in key management positions throughout the industry and some are running their own businesses. Some of our 2014 graduates have already secured good jobs in the industry.

In your time here, you will find which aspects of the industry suit your inclinations best and start to make contacts and gain experience. Our role is not only to broaden your knowledge and skills but also to prepare you for your future career within the arts, culture and creative industries sector.

If you have any queries about the course, I will be available from Monday 1st September and can be contacted on 01202 363013 or by e-mail at pkelly@aub.ac.uk.

Additionally, if you have a disability or additional needs, you can discuss any matter confidentially with Barry Gilbert, our Senior Disability Officer in the Disability & Learning Support Centre. Barry can be contacted by emailing wellbeing@aub.ac.uk or by calling 01202 363291.

I started this welcome letter with a quote and I'll also finish with one:

“Creativity is allowing yourself to make mistakes. Art is knowing which ones to keep.” Scott Adams

The Arts and Event team and I very much look forward to meeting you in September and working with you over the next three years.

Best wishes,

Paul Kelly
Principal Lecturer and Course Leader, BA (Hons) Arts and Event Management

Arrival

The academic year for undergraduate students starts on **Monday 22 September 2014**.

Please arrive in time for **10.30am** on that day and make your way to the **Refectory**. The Course Leader will meet you there, so please arrive promptly.

If for any reason you are delayed on your way to us, please make your way to Main Reception. A campus map is available at the back of the enclosed Student Guide.



Induction

You must arrive and check in on Monday 22 September at 10.30am in the Refectory.

Your first few days at the University will include enrolment and induction events to introduce you to the facilities and services you will be using as a student, as well as the activities and resources on your course. You will receive copies of important documents, including your course handbook and the Undergraduate Course Framework and HE Regulations.

Students on our course undertake independent self directed study to complement the formal teaching sessions, seminars, activities, visits from guest speakers and arts professionals. Our timetable changes over the year and is spread throughout the week. On occasions there may be evening and weekend sessions. We find that students who do well on the course are those that network with arts professionals, follow the guidance in the Unit Handbooks and try to develop a critical, evaluative approach to their studies. During your three years with us, you will develop your own professional contacts and build your own creative networks. Quite often students tell us that this is the most valuable aspect of our course.

The following activities have been arranged for you, you will receive a more detailed programme covering the whole induction week programme on arrival:

Monday 22

10.30am	Arrival & Check-In	Refectory
---------	--------------------	-----------

Tuesday 23

11.30am—12.15pm	Principal's Welcome	University House Lecture Theatre
-----------------	---------------------	----------------------------------

Wednesday 24

9.30am—10.00am	Library Induction	University House Lecture Theatre
10.30am—11.00am	IT Protocols	University House Lecture Theatre
11.30am—12.00pm	Student Services & SU	University House Lecture Theatre
1.40pm—2.15pm	Enrolment ID Check	Conference Centre

Friday 26

1.30pm	Learning Style test	EP room H113 & UH114
--------	---------------------	----------------------



Preparing for your course

THE ART OF STUDYING

Learning at university will probably be very different to how you learnt at school or college. To help you adjust to university study, the Arts University Bournemouth has created a brief on-line introduction entitled The Art of Studying. For lots of helpful hints to develop the skills you need as a student, go to www.artofstudying.co.uk

RECOMMENDED READING

Over the three years you will study a variety of specialist issues, each with its own history and critical literature. You will also find your own areas of specialist interest. When you arrive we will give you an extensive and clearly structured list of reading material. We are still trying to find the one book or download that clearly, succinctly and affordably covers our course syllabus!

Our library is well stocked with the relevant course books to support your studies and rather than buy anything before you arrive, we suggest you have a good look in the library in your first few weeks here and if you find a book you like and know you will want to refer to, buy your own copy.

However the Internet and the daily press are full of valuable information. The daily and Sunday 'broadsheet papers' all carry extensive reviews and commentaries on cultural issues. So, in the coming weeks, try and look at one or more of The Guardian, The Independent, The Times and The Telegraph. Their Sunday editions (The Observer, The Sunday Times, Independent on Sunday and the Sunday Telegraph) all have cultural supplements (particularly the weekend supplements). Also look at two leading trade journals, Arts Professional Magazine –www.artspromagazine.co.uk and Arts Industry Magazine –www.artsindustry.co.uk

There are also some good online cultural blogs and we would strongly encourage you to look at:

<http://www.guardian.co.uk/culture/charlottehigginsblog>

<http://www.guardian.co.uk/culture-professionals-network>

<http://www.artsjournal.com/>

<http://blogs.telegraph.co.uk/culture/>

<http://www.culturewars.org.uk/index.php>

<http://www.isendyouthis.com/news/2012/07/showcasing-gallery-scene-exhibition-updates/>

<http://www.theartsdesk.com/>

<http://www.guardian.co.uk/culture/uk-edition>

<http://www.artsjournal.com/slippeddisc/>

<http://www.thecmuwebsite.com/cmudaily/>

You may also find valuable contextual information www.artscouncil.org.uk , www.vaengland.org.uk, <http://ccskills.org.uk/> and <http://www.artsmanagement.net/>

You might also wish to download and look at:

“Balancing Act 21 Strategic Dilemmas in Cultural Policy”

www.artsmanagement.net/downloads/cultural-strategy-dilemmas.pdf

and Capturing Cultural Value – How culture has become a tool of government policy <http://www.demos.co.uk/files/CapturingCulturalValue.pdf>

SUMMER PROJECT

There is no summer project set for the course, but it would be useful for you to attend festivals, performances, exhibitions, galleries, heritage sites and community arts activities in your local area or further afield. Maybe try to go to arts events that you normally would not consider to broaden your exposure to a range of art forms. It would be useful to gather up flyers, brochures and information packs from the places you visit and to keenly observe how others are working in the field of arts and events management. In addition, to keep up to date with arts reviews and the ‘culture’ sections of broadsheet newspapers as outlined in the recommended reading.

Additional course details

COMPUTER EQUIPMENT

Please note that a computer of your own is NOT a course requirement. However, if you are purchasing any computer equipment for your course, you may find the following information useful:

Our course uses a mix of Macs and PCs so whatever you choose is a matter of personal preference. Many students take advantage on arrival of educational discounts available to students to purchase Mac computers or laptops. In the first year you will be given an overview of InDesign and Web/blogging software and so you may find a Mac format more useful if you decide to purchase your own computer/laptop. The industry standard business software these days is Microsoft Office (especially Word and Excel) and if you have your own computer, it would be sensible to have this software. A number of companies sell it to students at a substantial discount – search for it online.

COURSE TRIP

Educational visits of various kinds are important to us and include visits to local festival sites, venues, to see performances, exhibitions, creative industry showcases and/or to meet with arts professionals. In the past we have organised additional trips – at extra cost for students – to Berlin, Paris, Chicago, Sweden, Malta, Yorkshire and London and we hope to continue these study trips in years to come.

Photo captions in this Welcome Pack (In order of appearance)

- Cover: The Inexplicable Cabaret Circus, Final Year Project, Europa School of English, Bournemouth – May 2014
- 2. Got Sole, Final Year Project, Sovereign Shopping Centre, Boscombe – May 2014
- 3. Food For Thought, Final Year Project, The Bourne Spring Centre, Bournemouth – May 2014
- 4. Quay To Folk, Final Year Project, The Quomps, Christchurch Quay, Christchurch, Dorset – May 2014
- 5. It's A Country Life, Final Year Project, Hangar Farm Arts Centre, Totton Hampshire, May 2014
- 6. The Butterfly Ball, Final Year Project, The Italian Villa, Compton Acres, Poole – May 2014
- 7. Two happy Arts & Event Management Graduates, - Graduation Day 2012

Arts in Motion Photo credits: Anzela Constantinou no 4. Megan Grant no 6



What to bring with you

ONLINE ENROLMENT

All students are required to enrol online on, or soon after, 16 September 2014.

Online enrolment is accessed via myApplication. Login with your 7-digit username (student number) and follow the instructions – this is approximately a ten minute task. If you have any problems with online enrolment, please contact Student Records studentrecords@aub.ac.uk or telephone 01202 363381 / 01202 363221.

ENROLMENT ID CHECK

Enrolment is completed by an ID check during your first week at AUB. It is essential that you bring the following ID with you to complete this process:

One of the following

- Full valid passport
- UK photographic drivers licence/full or provisional
- Valid photo identity card (EU countries only)

If you cannot bring any of the above forms of ID we will accept a photo ID plus one other form of documentation. The full list of acceptable documents can be accessed during the online enrolment process.

EQUIPMENT

Requirements for the course are simple. The course relies on communication facilities such as telephones, fax, computer suites and photocopiers, which are provided for you. However, useful personal items might include:

- 2 or 3 ring binders for lecture notes, handouts etc,
- Notebooks and pens (writing pens, highlighter etc)
- Plastic sleeves for protecting and presenting work
- Memory stick, external hard drive for backing up your computer work
- Calculator
- Hole punch, stapler etc
- Many students now have smartphones (mobiles) which gives them the ability to pick up emails about course matters and look at the timetable etc online. Mobile phones can be a useful tool, but they must be switched off in classes.
- It is optional to bring with you a good quality digital camera (such as a digital SLR) but this is not essential

CAMERASROLLING PHOTOGRAPHY



New student checklist

- Check the fees due for your course <http://aub.ac.uk/before-you-get-here/fees>. Please email income@aub.ac.uk with any queries.
- If you have applied for a student loan, ensure you return the Declaration form and complete your online enrolment or your loan will not be issued.
- If you have a disability please complete the enclosed disability disclosure form, and contact the Disability Support team.
- If you have not already done so, arrange your accommodation. You can contact Student Advice for guidance.
- Ensure you are vaccinated against meningitis and mumps.
- Complete the enclosed GP registration form.
- Arrange insurance for your belongings.
- Complete any preparatory work detailed in this Welcome Pack.
- Upload your photograph through myApplication for your AUB student card.

Admissions,	01202 363228 01202 363225	admissions@aub.ac.uk
Student Advice,	01202 363031 01202 363242	studentadvice@aub.ac.uk
Academic Support,	01202 363273	academicsupport@aub.ac.uk
Disability Support,	01202 363291	wellbeing@aub.ac.uk
Students' Union,	01202 363286	studentunion@aub.ac.uk



