

## Volunteer Role Profile

### Events Assistant

#### **Purpose of the role:**

To support the delivery of the events programme for all our audience groups. Assisting with the event activities, preparations and organisation, being welcoming to visitors and hosting events.

There are further opportunities to work on designing and developing events in line with the museum's events strategy.

#### **What the role involves:**

- Hosting events; including welcoming visitors, checking tickets, preparing and serving refreshments, etc
- Precreation for events; including gathering materials, helping with research and development
- Events set up and take down
- Fostering relationships with external providers
- Supporting with the evaluation of events
- Running activity sessions

#### **Would suit someone who:**

- Loves meeting and chatting to people
- Has confidence
- Has customer service skills
- Is well organised
- Enjoys bringing museums to life
- Is interested in gaining experience in museums or events industry

#### **Reporting to:**

Haidee Williams, Events Coordinator

#### **Time commitment:**

A regular or casual commitment is possible for this role.

A full induction and any specific training will be given.