**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.

**What the role involves assisting with:**

* 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:**

The Events Co-Ordinator

**Time Commitment:**

A regular or casual commitment is possible for this role.

A full induction and training will be given