**Volunteer Role Profile: Events Assistant**

**Purpose of the role:**

To support the delivery of the events programme for all our audience groups.

**What the role involves assisting with:**

* **Children’s events** – welcoming visitors and checking off bookings
* Setting up visitors with components of crafting events
* Assisting with the construction of crafting events if required
* Assisting with clearing up post event
* **Adult’s events** – welcoming visitors and checking off bookings or guest list
* Offering refreshments and signposting cloakroom facilities
* Invigilating PYE Gallery if required
* Assisting with clearing up post event

**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 or Director

**Time Commitment:**

A regular or casual commitment is possible for this role.

A full induction and training will be given