

Role Description

Events Assistant



Date posted:	26 th November 2019
Date ending:	Ongoing opportunities
Number of hours required:	Variable based on the event.
Description:	<p>Help Jewellery Quarter venues with delivering many different activities and events, which will happen at various times and in various locations. These might include:</p> <ul style="list-style-type: none"> ● Family and adult craft workshops ● Lunchtime and evening talks ● School tours and workshops ● Walking tours, museum tours and exhibition tours ● Community outreach events ● Stewarding – exhibitions and open days ● Assisting with special events e.g. music, film, theatre and festivals.
Skills required:	<ul style="list-style-type: none"> ● Enthusiasm for heritage and the Jewellery Quarter. ● Friendly and able to communicate well with members of the public. ● Willingness to get stuck in and help as needed. ● Ability to work as part of a team with other Squad members.
Support provided:	<ul style="list-style-type: none"> ● Tasks can be tailored to accommodate volunteer needs and access requirements. ● We will provide customer service training to all our volunteers, including a training film to watch. ● We will help you get familiar with our partner organisations and other JQ venues so you can talk to people about them with confidence – we'll have a familiarisation film and arrange opportunities to visit with the rest of the Squad. ● At all events you will have a dedicated contact who will supervise the team, answer questions and resolve issues. ● Travel expenses can be paid if required.

