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| Role Title: | **Volunteer Events Assistant VR001** |
| Responsible to: | Event Coordinator (you will be given a specific contact) |
| Where (Location): | Dunfermline Carnegie Library & Galleries, Kirkcaldy Galleries, Rothes Halls and other FCT venues throughout Fife  (tailored to suit the needs of the individual volunteers) |
| Time commitment: | January- April 2018  Special and one-off events, around 1-4 hours duration. Day time, early evening, weekend (In line with venue opening hours) and some out of hours events |
| Role description: | Our Fife Cultural Trust venues have an ongoing programme of events throughout the coming months and we would greatly appreciate the assistance of some enthusiastic volunteers in making these events a great success!   * You can choose to support the team with all aspects of event preparation and delivery or with specific areas and tasks that suit your interests and experience. * You can choose to volunteer for one particular FCT venue, or to get involved across multiple venues. |
| Main tasks: | Pre-Event   * Assist with advance preparation of materials for events e.g craft materials for children’s events * Promoting events in-venue e.g distributing flyers to customers * Assist with setting up venue space prior to the event e.g room dressing, refreshments, programmes etc * Assist with technical aspects of event e.g setting up projector screen, PA system etc.   Event   * Meet and greet event participants, hand out programmes or other event information * Guide attendees to event space * Socialise with attendees during the event, as appropriate * Event photography and filming * Collect event participant feedback (formal/ informal) * Assist with clearing of event space post-event e.g putting away equipment, clearing dishes etc.   Post-Event   * Collate and analyse feedback/ surveys * Edit and archive event images |
| Required skills, qualities and experience | * For all aspects of the role you should be punctual and reliable. * For all public-facing elements of this role, you require to be a confident communicator; have a friendly and polite manner and be able to follow instruction well. * For customer-facing event involvement, you will be expected to adhere to FCT’s dress code. * For behind-the-scenes tasks such as craft preparation, you require to have good attention to detail, display patience and be able to follow instructions well. * For technical aspects of the role, such as photography or setting up equipment, you require to have relevant skills and experience. We will ask you to evidence this. * You require to consistently adhere to relevant Health & Safety procedures and other guidance given by the event coordinator. |
| Training and support available: | * As all events are different, volunteers will be briefed in advance of the tasks they will assist with * For any technical aspects of the role, relevant training will be provided by the appropriate Fife Cultural Trust staff members. * For preparation of e.g craft materials, volunteers will be invited to observe a demonstration of the tasks involved and will get to ‘try out’ the task with supervision. * You will receive a Health & Safety briefing. * For all tasks involved in assisting with events, volunteers will be fully supported by relevant Fife Cultural Trust Staff |
| Any other Requirements | Two references must be provided on application  Criminal convictions disclosure on application |
| Recruitment process: | Application Form can be requested by email via [Lesley.mcnaughton@onfife.com](mailto:Lesley.mcnaughton@onfife.com) / or phone 03451 555 555 Ext 489278  All applications will be consider and potential volunteers invited to attend an informal discussion to establish suitability and availability.  Successful applicants will require to take part in a ‘try out’ event. |
| Date role created: | 14th November 2017 |