



Events Team Volunteer Role Description

Title of role: Events Team Volunteer

Purpose of the role:

To provide a welcoming and accessible environment for all visitors to our live music events at the Red Brick Building.

Main Activities:

- Greet visitors
- Take payment/check tickets for entry to the event
- Issuing and checking wristbands as proof of payment
- Present a friendly and professional face of the project
- Deal with enquiries
- Be aware of and abide by the Red Brick Building policies and procedures

Commitment

We would like events team volunteers to agree to cover specific 3 ½ hour time slot on Saturday and some Friday nights (7.30 - 11p.m.), a minimum of once every 3 weeks for at least 3 months. We ask that volunteers only cancel or rearrange their slot if absolutely necessary and with prior warning (i.e. sickness or interview).

Training and Support

- An initial induction will be given to all new volunteers
- Volunteers will also be offered the opportunity to attend other training and development events relevant to their role
- We will hold regular volunteer meetings to provide an opportunity to give feedback and contribute ideas, as well as meeting other volunteers

Person specification

- Confidence to deal with members of the public
- Open and welcoming manner
- Aged 18 or over
- Flexibility and patience
- Reliability and willingness to attend regularly
- Ability to relate to a range of people
- Prepared to give and receive feedback