

Event Volunteer Role Profile

Department:	Department leads vary depending on the type of event
You will report to:	The Event Organiser
You will work regularly with:	Duty Managers, Visitor Experience Team, Audience Engagement Producer, and other Managers across the site, external event organisers
Hours per week:	Variable depending upon the event, times and information will be given prior to the event taking place, these can include weekend and evening hours
Date	June 2021

What's involved?

The Event Organiser will provide information on what support is needed ahead of each event, but the tasks will vary according to the nature of the event. Typical tasks might include:

- Using a radio to communicate clearly with other staff and volunteers across the site
- Support visitors around the event, such as providing information, marshalling, helping to orientate visitors around the site
- Checking ticket types and entry times to events
- General event support, such as crowd control
- Help to set up and/or close down the event
- Help promote the event in your local area

What skills or attributes do I need?

- Be willing to have a flexible and versatile approach to providing support wherever and whenever needed on the day of the event
- Willingly talking to visitors to create a welcoming and engaging environment that offers an experience they will want to repeat
- Have a positive and welcoming manner – whatever the weather

Additional information

- We will provide appropriate training in event organisation, management and delivery. In addition, you will be eager to learn and develop your knowledge of the charity - Compton Verney Art Gallery and Park.
- The events vary across the site however, the majority are held outdoors in the grounds.

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- The age limit for events will depend on the type of event.
- We provide short term volunteer opportunities for those under 17 throughout certain times of the year, please check the website for when these are available.