



Events Assistant

Purpose of Role

To work as a team to assist in the smooth running of events including: Private Views, After Hours, corporate hires, weddings, parties, lunches and fundraisers.

Main tasks

- Greet and check-in visitors and keep record of visitor numbers
- Steward galleries to ensure safety of artworks and visitors
- Glass clearing and keeping event space tidy
- Assist with set-up and pack down of chairs, tables and other equipment
- Serving drinks on bar and taking payments (must be 18 or over)

Qualities/experience/skills

- Friendly and approachable
- Must enjoy and be confident talking to people of all ages and backgrounds
- Must be able to work as a team and follow instruction
- Must be physically able
- Must be able to cope with fast-paced tasks under pressure

What do I gain from this role?

- Gain experience in customer service and events management in a prestigious cultural venue
- Get to know different audiences that visit and use an independent art space
- A valuable opportunity to network with RWA Academicians, local artists and VIPS
- Attend social events and exhibition tours organised specially for volunteers

Time commitment

3-5 hours, at least one event a month.

When needed

Depends on the event, usually
afternoons/evenings.

Available Training

- Exhibition briefing
- Events training

Location

RWA, Main Galleries

Contact

Ellika Larsson, Volunteer Co-ordinator
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Events Manager

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