

Event Assistant Volunteer Role

Role title:	Event Assistant Volunteer Role
Role purpose:	<p>As an event volunteer, your role will be to support the charity's annual events programme. This includes two food and drink festivals, family trails, summer fun days and ad hoc day events throughout the year.</p> <p><i>Please note elements of this role will be active and physically demanding where most of the work is conducted before and after the event, this includes the set-up of gazebos, laying out tables and chairs and supporting general logistics such as bin movement.</i></p>
Role description:	<p>The volunteer will:</p> <ul style="list-style-type: none"> • Support PSVT's Audience Development Team in aspects of event preparation and delivery: <ul style="list-style-type: none"> - Supporting set up and take down of events - manual handling, training will be provided) - Marshalling to support the safety of visitors on the day, this could be on a road closure or guiding attendees managing entry flow and exit - Supporting day logistics of the event such as monitoring and evaluation numbers, emptying of bins, litter-picking and health and safety patrol checks - Supporting the team in registration of ticket purchases for events such as our Easter and Autumn trails for families - Preparation of event materials and logistics prior to the event taking place, this could include item movement, creation of site décor or even development of content for social media. - If applicable / desired: Supporting with sound system for the day for performers - If applicable / desired: Capture content for social media on the day • Carry out duties in a manner that reflects PSVT's values at all times

	<ul style="list-style-type: none"> • Be part of a team working with volunteers and PSVT employees in the Heritage directorate.
Role reports to:	Charlene Davies, Learning and Audience Development Manager Claire Bates, Audience Development Officer
Where:	The role predominantly takes place in Port Sunlight's outdoor spaces such as the Museum Green and The Dell.
When:	Recruitment is open throughout the year as an ongoing role. There is an expectation that the volunteer will work at least 2 of the large events the village hosts per year.
Duration:	Initially three months, when the role will be reviewed.
Requirements:	<ul style="list-style-type: none"> • Physical ability to move and set up and take down of event supplies using manual handling aids • Ability to be on your feet for extended periods of time • A people person with excellent communication and listening skills. • Works effectively in a team • An interest in, and passion for the history of Port Sunlight village. • Flexibility to work in multiple locations across Port Sunlight. • Punctual and committed.
Commitment to you:	<ul style="list-style-type: none"> • Training will be provided by the Audience Development team prior to the start of the event • A full volunteer induction will be provided and walking tour. • Updates from PSVT through our dedicated staff and volunteer newsletter.
What's in it for you:	<ul style="list-style-type: none"> • Unique opportunity to gain experience in the event industry in a heritage setting • Experience working within the museum and heritage sector to gain understanding and awareness of audience engagement. • Develop personal skills such as communication, teamworking and confidence. • Gain awareness and understanding of event logistics. • Opportunity to take part in a review of the volunteer role and how we could further develop audience engagement.

	<ul style="list-style-type: none">• Be a part of an exciting, unique opportunity in the village of Port Sunlight
Why we want you:	To help enhance and develop external audiences' engagement in Port Sunlight by creating positive and impactful experiences for all.
Notes:	Reasonable expenses (parking fees, train fare) can be recovered for volunteers. Receipts must be submitted on a monthly basis.
For more information contact:	Volunteering@portsunlightvillage.com