**Volunteer Role Description**

**Events Assistant**

**What is a Volunteer Events Assistant?**

Volunteer Events Assistants help us in the planning, organisation and delivery of special events, including lates (a series of Friday evening performances), talks, workshops, open air theatre performances and our annual autumn fayre. Whether it’s helping with setup, looking after performers or visitors or checking tickets, you will support us in ensuring we deliver memorable events.

**What’s involved?**

* Welcoming visitors and assisting in running the box office
* Providing information to the public about the event and the castle
* Assisting in the setup of the event and with clearing the building after the event
* Assisting with crowd management and directing people within the building, ensuring that the number of visitors in the space at any one time is maintained at a safe level
* Invigilation of the castle and grounds

*There may also be opportunities to assist in the organisation of and publicity of events if this is of interest to you.*

**What’s in it for me?**

* Opportunity to play a valuable role in engaging the community with local culture and heritage
* Become part of a friendly and dedicated team
* Meet people from all walks of life
* Develop your communication skills
* Enjoy new experiences

**What skills and qualities do I need?**

* Friendly and approachable
* Enthusiasm and a ‘hands on’ approach
* Good communication skills and a good level of spoken English
* Able to work as part of a team, as well as ability to work unsupervised
* Organised and able to take initiative
* Good timekeeping
* Ability to adhere to Health and Safety Policy at all times

**What else do I need to know?**

**Location:** Severndroog Castle is located in Castle Wood, Shooters Hill, London, SE18 3RT

**Days required:** We currently open to the general public on Sundays and to pre-booked groups on Thursdays and Fridays but occasionally have events on other days of the week

**Time commitment:** This rolewould suit people who are unable to make a regular commitment but are willing to help run our exciting programme of ‘one-off’ events

**Reports to:** Heritage Manager

**Training:** Training will include induction, shadowing and on the job training

**How to apply:** Fill in our online application form or email volunteer@severndroogcastle.org.uk for more information

**Note:** The castle has 86 spiral stairs and the role may, on occasions, involve moving and handling of heavy boxes, tables, chairs and other equipment.