

## **HUMANTICS CIC VOLUNTEER ROLE DESCRIPTION**

<b>POST TITLE</b>	Music and Events Planning Team Member.
<b>RESPONSIBLE TO:</b>	Volunteer Co-ordinator.
<b>JOB SUMMARY</b>	To support the Cultural Events planning team. (Forum Live)

### **MAIN DUTIES AND RESPONSIBILITIES**

1. To assist in the planning and scheduling of live music and cultural events at the Forum Music Centre.
2. Attend twice monthly scheduling meetings.
3. Be able to dedicate a few hours a week to promoting and research.

### **GENERAL/CORPORATE RESPONSIBILITIES**

1. Partake in The Forum Music Centre's staff training and development procedures.
2. Treat all information discussed at The Forum Music Centre as confidential.
3. Demonstrate a level of commitment when carrying out duties to the highest standards.
4. Ensure that Humantics policies and procedures are followed especially regarding Health and Safety.
5. Identify and report any risks you may find associated with your role to the Volunteer Co-ordinator.