

HUMANTICS CIC VOLUNTEER ROLE DESCRIPTION

POST TITLE Event Stewarding and Hospitality Team Member.

RESPONSIBLE TO: Volunteer Co-ordinator.

JOB SUMMARY To support the Live Events Planning Team.

MAIN DUTIES AND RESPONSIBILITIES

1. Tickets attendants at live music and cultural events at the Forum Music Centre.
2. Stewarding of the above events.
3. Event customer service representatives.
4. Assist the Pre and Post Event production team.
5. Be able to give a minimum commitment of at least one evening per month including weekends.

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 Huamantics 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.