

HUMANTICS CIC VOLUNTEER ROLE DESCRIPTION

POST TITLE Street Team and Social Media Marketing.

RESPONSIBLE TO: Volunteer Supervisor

JOB SUMMARY To support the Marketing Team

MAIN DUTIES AND RESPONSIBILITIES

1. To assist in the promoting and marketing of live music and cultural events at the Forum Music Centre.
2. Deliver event posters/flyers in their own area or in the town centre.
3. Promote events using social media eg. Facebook, Twitter etc.
4. Assist on Market Stands on a Saturday.

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.