

Events Volunteer

WHERE

The volunteer role is available at any of our libraries

WHAT WILL I BE DOING?

This is an excellent opportunity to gain experience in running public events. Explore has a fantastic reputation and attracts well-known authors and speakers and we deliver a huge exciting and varied schedule of lectures, author visits, children's activities and more throughout the year. As a volunteer, its also a great way of enjoying events for free, as generally, you are free once everyone has been welcomed to sit and take part!

HOW WILL I BE HELPING YOU?

You will be helping us by ensuring that our customers and speakers will have the best experience at our events, ensuring that our reputation continues to grow and develop and enabling us to deliver more and more quality events in all of our libraries.

TASKS

- Help to arrange the furniture and set up equipment so the space is ready ahead of the event.
- Welcome the author/speaker and check that they have everything they need.
- Welcome customers on arrival, directing or helping them to their seats and register them on guest list if required.
- Run refreshment tables which may include the sale of alcohol and the handling of cash.
- Be on hand to talk to visitors and answer any questions about an event. Hand out evaluation sheets if necessary..
- At the end of the event, help clear away refreshments and put equipment away.

- Record number of attendees on relevant spreadsheet
- Advertise on social media

WHAT SKILLS DO I NEED?

- A friendly, welcoming approach
- Confident at dealing with a wide range of people
- Comfortable using social media (Twitter) to help promote our events

WHAT WILL I LEARN?

- Develop your confidence skills as you meet authors, publicists, and speakers
- The wide-range of events and activities that happen across all of our libraries in Explore
- The workings behind the scenes in organising events
- Digital skills

HOW MUCH TIME DO I NEED TO COMMIT?

Up to 3 hours per event. We have events happening regularly which we will let you know about. You then let us know if you are free to help. These events are usually on an evening or weekend so you need to be able to help at these times

You will be invited to one of our Explore induction sessions which happen twice a year.