

Event Volunteer

Department Name: Learning and Participation

Volunteer Supervisor: Events Coordinator

Why join us?

The Shakespeare Birthplace Trust is an independent charity which cares for the world's greatest Shakespeare heritage sites in Stratford upon Avon, and promotes the enjoyment and understanding of his works, life and times all over the world. Celebrating Shakespeare is at the heart of everything we do. Our volunteer team help us achieve these goals, so join us and help create a wonderful experience for our global audiences.

What will you be up to?

- Helping to set up spaces for events.
- Helping to welcome visitors to the event, checking them off on guest lists or collecting tickets.
- Looking after guest speakers, presenters and artists making them feel welcome.
- Being an extra pair of hands to assist visitors with additional requirements or needs and making them feel welcome.
- Assisting with evaluation, asking visitors for and recording feedback about the event.
- Helping to make the venue look great by assisting with lighting or placement of flowers etc.
- Helping to sell raffle tickets and other added extras for the visitors.

Do you have the skills we are looking for?

- Good people skills with the ability to talk confidently to both individuals & small groups.
- The ability to remain calm in a busy environment.
- The ability to make people feel welcomed and valued.
- The ability to be practical and down to earth helping to facilitate the smooth running of events.
- Good team work and good communication skills.
- Good sense of humour!

How often would we like you to volunteer?

As and when events take place - e.g. the Poetry Festival (June) The Film Festival (September) and events which grow from our exhibition programme. Many of these are likely to be evenings and weekends.

Length of the volunteering role?

Ongoing

Good to know

- Volunteers to wear own smart clothing in branded colours (red, black, white or grey).
- Volunteer badges will be provided.
- Smoking is not allowed on site.
- Food is not allowed on site.
- Training will be provided as necessary.

Benefits of joining us

- On completion of 20 hours volunteering for the Trust, all volunteers receive a volunteer card giving free entry to SBT properties and a range of discounts.
- Annual service award each February for volunteers who have achieved 200 hours or more of volunteering in the previous year.
- Volunteer celebration days and coffee morning chats will be programmed throughout the year.
- We can provide references.
- We can provide reimbursement of travel expenses only. Maximum of £10 per day.
- You can be involved in our Volunteer Forum; Volunteer Voices.



Have any questions...

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