



## **Role Description – Events Assistant**

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**Position** - New Focus member (Voluntary)

**Hours** - Variable dependent on what projects are going on. You must be able to attend one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you come to Impressions exhibition openings and relevant events.

### **Aims**

To support the development of New Focus events, assisting Impressions Gallery in creating a friendly and informative environment for young people in Bradford.

### **Responsibilities**

- Working face to face with the public offering information and helpful guidance to Impressions visitors
- Assisting with Impressions events openings / talks / workshops etc, including set up and clearing of events
- Collecting data, questionnaires and feedback for evaluation
- Assisting with general administration and organisation
- Write at least one blog post on an event at Impressions. This can be in writing or a slideshow of visuals, whichever you feel most comfortable with
- Proactively help source guest bloggers
- Support social networker/blogger with photographs of events
- Think of new ideas for events at Impressions that will reach young people

### **Essential Criteria**

- Age 16 -25
- Passionate about Bradford
- Live, work or study in Bradford
- Good customer service skills and enjoy working with the public

### **This will give you skills in**

- Events management
- Working effectively in a team
- Customer service and creating a friendly environment
- Social networking
- General administration
- Collecting and analysing data
- Writing about photography and photographing events

**This will suit someone who is interested in gaining first hand experience of events management within the creative sector.**