



Role Description – Events Assistant

Position - New Focus member (Voluntary) this is a long term position and members need to be committed to being part of New Focus for more than one year.

Hours - Variable dependent on what projects are going on. You must be able to attend at least one meeting a month, usually on Thursdays 5pm – 7pm. We also ask that you attend New Focus training sessions and group visits.

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.