



Role Description – Events Assistant

Position - Youth Advisory Board Member (Voluntary)

Hours - Vary dependant on what projects are going on, it is compulsory to attend 1 meeting a month usually on Thursday 5pm – 7pm. You will also be asked to attend all relevant events suited to the post for example Impressions exhibition openings and artist talks.

Events Assistant

Aim

To assist New Focus and Impressions Gallery in creating a friendly and informative environment for young people in Bradford. Supporting New Focus and Impressions at a range of different events.

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 1 blog post on an event at Impressions. This can be writing or a slideshow of visuals whichever you feel 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 enjoys working with the public

This will give you skills in

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

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