



Events Assistant Volunteer

Office:	Morley
Role Type:	Remote
No of roles:	Several
Commitment:	Flexible - when required for events
Duration:	On off time limited
Responsible to:	Head of Audience Engagement and Learning

Purpose

To support the work of WYAS by offering support and assistance in delivering key outreach events. The main functions of the role will be to offer support, assist in coordination and provide information and assistance at public events.

What's involved

The Audience and Engagement team run a comprehensive and busy programme of events throughout the year which aims to reach as wide an audience as possible across the region of West Yorkshire. The volunteer(s) will work alongside the team to assist in the delivery of a successful and engaging programme of events and will help to build new links to community groups and local people.

The volunteer will;

- *Assist in the on site delivery of events*
- *Assist with preparation for events and exhibitions – including setting out tables, chairs, display boards, barriers etc.*
- *Interact and provide information to members of the public.*
- *Assist the service in meeting its aim of increasing knowledge and appreciation of the collections and resources available at West Yorkshire Archive Service.*

What's required

Enthusiasm and interest in audience engagement and the role of the West Yorkshire Archive Service would help you in this post. You will need excellent communication skills and a willingness to engage with members of the public to provide information when required. An interest in our collections would be a bonus but information and training will be provided to ensure you are prepared for events. We require someone who is able to assist in the setting up of events which may involve moving and lifting some heavy items. You will need to make a commitment to at least three events, however there is scope for a variety of levels of engagement within the role.

What's In It For You:

You will be given the opportunity to be part of the Education and Outreach team at the West Yorkshire Archive Service and gain important insight into how the organisation works. You will also gain experience of running public events and improve your communication and interpersonal skills. Full training and support will be provided by the Service and reasonable travel and other expenses will be met.

Person Specification

	Essential	Desirable
Knowledge		Understanding of Archives and community engagement. Knowledge of the areas of work of WYAS.
Skills	Good communication and interpersonal skills. Ability to work as part of a team.	Previous experience of using archive resources in exhibitions.
Other	Enthusiasm for the community archive engagement. Reliability. Willingness to travel.	Ability to lift and move heavy objects. Experience of similar work.