

## POSITION DESCRIPTION:



### 6: EVENTS ASSISTANCE: Creative Events Program

POSITION TITLE	EVENTS ASSISTANCE: Creative Event Program
HOURS AND DAYS REQUIRED PER WEEK	As required after hours, during weekends, during business and after hours. Occasional.
REPORTS TO	Creative Programs Director  Volunteer Coordinator
ROLE/PROJECT OVERVIEW	Assist BAC to run events, including markets, concerts, mini festivals, performances.
KEY RESPONSIBILITIES	<ul style="list-style-type: none"><li>○ Bar service</li><li>○ Food preparation</li><li>○ Ushering</li><li>○ Liaising with BAC staff and guests</li><li>○ Keeping area clean and safe</li><li>○ Answering enquiries</li><li>○ Setting up and packing down ( Chairs and tables)</li><li>○ Kiosk duties</li><li>○ Assisting once a month at openings, serving refreshments, setting up and cleaning up kitchen duties</li></ul>
OUTCOMES AND GOALS	As an all rounder you are an integral part of ensuring the success of the events we run.
SKILL AND EXPERIENCE	A willingness to help out  Good communication skills
TRAINING REQUIREMENTS	Manual handling, kiosk and kitchen.