

Volunteer role description Public events assistant

What is a public events assistant?

Our public events programme is a very important part of our work, both for Palace income and for raising awareness of Fulham Palace in the local community. A key part of the role is to welcome and assist event attendees and any external organisers or performers. As well as helping on the event day you might also want to get involved in the lead up to events, with admin and marketing.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • The opportunity to be involved with interesting and exciting events including the Christmas Fair (Dec), Apple Day (Oct) and The Green Meet (May) • Hands on experience in a heritage / museum setting • Being a part of a small, dynamic and dedicated team • To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • References for people who volunteer with us regularly for more than 6 months
<p>What's involved</p>	<p>Depending upon your interests, experience and availability, tasks include:</p> <p>At the event:</p> <ul style="list-style-type: none"> • Helping set up and pack away for events and exhibitions • Welcoming attendees and engaging with visitors throughout events • Preparing attendee ticket lists and event tickets • Ticket collection, selling tickets/taking payments • Assisting event organisers, vendors and performers <p>Prior to the event:</p> <ul style="list-style-type: none"> • Assist in event planning and research • Communicating with performers and vendors • Promoting upcoming events including leafletting around palace and in local area • Engaging with local businesses • Completing satisfaction surveys at events <p>Whilst support and training will be provided, from time to time volunteers may work independently or without one to</p>

	one supervision
This role will suit people who...	<ul style="list-style-type: none"> • Have good interpersonal skills – being a friendly, team-player and helpful representative of Fulham Palace is a key part of the role <p>If working on event planning:</p> <ul style="list-style-type: none"> • At least one month commitment, part-time • Organised, resourceful and self-motivated • Basic computer skills, a good level of written and spoken English as well as good attention to detail • Are able to work independently, with limited assistance
Availability	Events admin work can take place any day of the week including weekends, and can be done from home. The events themselves often run in the evening or weekends. There is normally several months' notice of events so you can put the date in your diary.
Main Contact	Anja Herman, Events and Marketing Manager
Training/Resources	<ul style="list-style-type: none"> • Full induction including health and safety procedures • All new volunteers have an introduction period, this is a settling in time of around 6 weeks. At the end of this the volunteer development officer will catch up with you; this is an opportunity for both parties to reflect and make any adjustments to the role that are needed • Access to our volunteer's website, the 'Volunteer Portal', including a blog, downloadable resources, rota and events page
Getting to the Palace	<ul style="list-style-type: none"> • The nearest tube station is Putney Bridge • The nearest train station is Putney • There are several bus stops in walking distance • We reimburse travel expenses up to £8 per session
What next?	<p>Please get in touch by completing an enquiry form, available at:</p> <p>https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p>
Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback	