

Volunteer role description Public events planning volunteer

What is a public events planning volunteer?

Our public events programme is an important part of Fulham Palace's work, both for generating income for the charity and raising awareness. This is a role suitable for someone interested in getting involved in the lead up to and the development of an event as a long-term project. Admin, logistics and promotion are all part of successful event planning.



Fulham Palace holds several large and some smaller scale annual events. You would be involved in the planning of **one of the following 5 projects:**

- 1. Green meet
- 2. Teddy bear's picnic + Chilli fest
- 3. Apple day
- 4. Christmas Market + Father Christmas
- 5. A range of smaller partnership projects: Jazz on the lawn + Opera at the Palace + Summer and half term theatres + Wine tasting events

<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 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 • volunteer in a varied role, learn more and gain breadth of experience • references for people who volunteer with us regularly for 6 months or more
<p>What's involved</p>	<p>Depending upon your interests, experience and availability, tasks could include:</p> <p>Event planning and research prior to the event:</p> <p>Work on one of our major events through all its development phase, from planning through to delivery</p>

	<ul style="list-style-type: none"> • assist in event, vendors and performers planning and research • communicating with performers, communities, partners, facilitators and vendors • promoting upcoming events including around Palace and in local area • engaging with local businesses and potential sponsors • preparing attendee ticket lists and event tickets <p>If you are happy to help at the event itself as well, these are the tasks:</p> <ul style="list-style-type: none"> • welcoming attendees, supporting an information service for visitors or liaising with suppliers • ticket collection, selling tickets/taking payments • helping run an activity e.g. craft, game, tour etc • helping set up and pack down • litter picking, checking toilets, monitoring facilities • assisting event organisers • completing satisfaction surveys <p>Whilst support and training will be provided, from time-to-time volunteers may work independently or without one-to-one supervision</p>
<p>This role will suit people who...</p>	<ul style="list-style-type: none"> • have good interpersonal skills – being a friendly and helpful representative of Fulham Palace is a key part of the role • have an interest in, or experience of, planning and delivering events • wish to support Fulham Palace in generating vital income for the charity • have basic computer skills and are willing to develop them if needed for the role, a good level of written and spoken English as well as good attention to detail
<p>Availability</p>	<p>Event planning takes place on weekdays, at Fulham Palace. Volunteering part-time, on 1 regular weekday is preferred.</p> <p>Depending on feasibility and the tasks involved, some remote volunteering may be possible.</p> <p>Start date: as soon as possible.</p> <p>Please let us know your 3 preferred projects you would like to be involved with, from the list above.</p>
<p>Main contact</p>	<p>Ana Coltatu, Public events and filming manager</p>
<p>Training and resources</p>	<ul style="list-style-type: none"> • full induction including IT access and health and safety procedures • if helping at events: briefings for each event and relevant internal training in advance • all new volunteers have an introduction period, this is a settling in time of around 6 weeks. This is an opportunity for both you and your supervisor to reflect and make any adjustments to the role where needed • access to our volunteer’s website, the ‘volunteer portal’, including a blog, downloadable resources, rota and events page
<p>Getting to the Palace</p>	<ul style="list-style-type: none"> • the nearest tube station is Putney Bridge • the nearest railway station is Putney

	<ul style="list-style-type: none"> • there are several bus stops within 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: 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>
<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.</p>	