

Events Assistant – Job Description

Tasks, activities, and training may include:

- Planning, organising and working at events including large festivals, pop-up events and online events.
- Confidence building and teamwork activities.
- Getting to know the people you work with and the workplace.
- Building art pieces and installing decorations at events and festivals.
- Meeting and greeting artists, performers and visitors.
- Stewarding - talking to visitors at events, giving people information about events and festivals, offering assistance to people who need help.
- General 'runner' jobs – helping at events wherever needed.
- Stocking bars, keeping the bar area clean, serving customers.
- Cleaning – helping to pack up after events have finished, keeping the event site clean and tidy and safe from hazards.
- Serving food items to visitors, artists, performers and staff.
- Work with professional artists and tradespeople supporting the running of workshops.
- Customer service skills – following a customer brief and dealing with the public.
- Training opportunities – customer service, manual handling, creating a risk assessment, food hygiene, health and safety.
- Using IT to design marketing materials such as posters and flyers.



What we're looking for...



We're looking for someone who is confident talking to people, likes to get stuck in and try new things, and has a friendly personality.



We're looking for someone who can always be on time for work, someone who is creative and someone who is willing to learn.

We're also looking for someone who is honest, hard-working and can work as part of a team.

Important information



This is a casual contract. We will offer you shifts when we have events coming up – sometimes you might work three days in one week, other times you might only work three days in one month.



The rate of pay is £12 per hour.

If you are successful, your manager will be our Project Manager.



We will carry out a working interview as part of the interview process. This means you will do a short shift as an Events Assistant so we can see how you manage at doing the job. There will also be an informal chat as part of the interview process.

How to apply



To apply, please send your CV and a short covering letter explaining why you think you are a good fit for this role to hello@bridgecreative.org.