



## The National Tramway Museum – Events Team

**Responsible to:** Events Manager

**Hours:** Flexible, before, during and after events

### **What could you do?**

Working with the Events Manager and Team, you can help to create fantastic experiences for our visitors young and old. From preparing materials and creating displays to support on the day, there's lots to enjoy and get involved with.

### **This can include:**

- Preparing an area for the event – light cleaning, setting out chairs, tables, decorations, trails.
- Meet and greet, giving out information to visitor's directional help.
- Being a visible and recognisable marshal at events for visitor safety and information.
- Backstage - Painting, construction and preparation of event material.
- Looking after third-party event participants to the site i.e. singers, stall holders, re-enactors.
- Monitoring public access to games, quizzes, craft makes etc.
- Clearing away event material after use.
- Car Park marshalling.

### **This role will suit you if:**

- You enjoy meeting and talking to people. This role is visitor facing and the ability to talk to visitors is essential.
- You have enthusiastic attitude and can be patient with visitors, both young and old.
- You enjoy working as part of a team.

### **What do you need to know?**

- There are lots of events throughout the year and you can become involved in as many as you would like to.
- Event days can be busy and can often involve lots of walking/standing or being in one place. We will always do our best to provide seating for you where possible and find a role that works for your individual needs.
- If you would prefer a less visitor facing role, you can help to set up and take down during an event or work with the team to create displays and props or prepare for activities in advance.

### **What do we provide?**

- Full support and guidance from our Events Manager.
- A dedicated volunteer space with a kitchen & hot drinks machine.

### **What do we ask of you?**

- To act as a representative and ambassador for Crich Tramway Village and the National Tramway Museum.
- To ensure the health and safety of visitors, volunteers and staff by following designated procedures.
- To work within the guidelines of the Volunteer Policy and related organisational policies and procedures.
- We realise that there are times when your plans may have to change. If you are unable to attend, please let your department head know as soon as possible.