

Event Steward Volunteer Role Description

What will I be doing?

- ŏ Welcome people attending the event
- ŏ Check tickets,
- ŏ Direct them to their seats and explain layout of facilities within the building
- ŏ Sell tickets on door, handling cash appropriately
- ŏ Stage management
- ŏ Be conscious of health and safety at all times
- ŏ Observe the gathering for illness or disturbances and seek appropriate assistance
- ŏ Marshall visitors from the building in case of a fire evacuation procedure
- ŏ Use initiative to help set up event and reset the Cathedral afterwards
- ŏ Collect glasses
- ŏ Distribute programmes and promotional material

Where will I be carrying out my tasks?

Within Sheffield Cathedral buildings or on the forecourt as appropriate to the event.

What skills do I need?

We would prefer you to have:-

- ŏ A pleasant, approachable and friendly manner
- ŏ Good communication skills
- ŏ Good judgement, ability to think on your feet
- ŏ Ability to keep calm and summon help if required

We would like you to have:-

- ŏ Initiative
- ŏ Confidence
- ŏ A lively manner with a sense of humour
- ŏ First Aid, fire evacuation and health and safety awareness

What should I understand?

The event is taking place within a heritage site that is centuries old, you need to treat it with respect and ensure visitors behave appropriately.

How should I behave when I am carrying out my project tasks?

Smile! Enjoy working in a team. Ability to interact with people from all walks of life. Be versatile.

What will I gain?

To gain skills and build up CV skills and experience i.e. for roles such as hospitality, event steward, bar work.