

Manchester Lit&Phil

Welcome and check-in volunteer (events)

We are looking to recruit enthusiastic and friendly volunteers to join our events team.

Between our brand refresh and our jam-packed calendar of inspiring events, there's never been a better time to get involved. And you can do so easily and gain free access to our events by simply greeting and registering our attendees.

All you need to do is to ensure that the check-in process is as seamless, friendly and efficient as possible.

Duties and responsibilities

- Check-in attendees using the Eventbrite app
- Direct attendees to the event space
- Answer any questions attendees may have with regards to the event
- Liaise with organisers at the event to ensure it runs smoothly
- Promote membership of the Society to non-members where appropriate

Requirements

- A friendly manner and professional approach
- Dependable and punctual
- Be courteous and personable
- Be self-directed, willing to take initiative, and detail-oriented

Training & Supervision

- You will need to attend a one-hour training session
- Training and supervision will be conducted by the Office team

Time commitment (September '22 – June '23)

Each volunteer will be expected to help out at a minimum of 4 lectures per term (Autumn – September to December; Spring – January to April; Summer – April to June).

Our events start at either 6.30 p.m. or 7.00 p.m. The check-in team will need to be at the venue at least 45 minutes before the event starts. The desk should stay open for 5-10 minutes after the event has begun to accommodate late comers.

Welcome and check-in volunteers can choose to be there just for the registration beforehand, or they can attend the lecture too. In the latter case, you will be automatically registered.

Equipment

At each event you will need be provided with either a mobile phone or tablet to check-in attendees (this will need to be returned at the end of each event).

Benefits

- Transportation expenses will be reimbursed
- Your event tickets will be booked for you, so you will be guaranteed a place

To register your interest or if you have any questions, please contact:

Aude Nguyen Duc, Operations & Volunteers Manager: aude.nguyen.duc@manlitphil.ac.uk

Thank you for your interest in this role and we hope to hear from you soon!

The Manchester Lit & Phil

COLONY Jactin House
24 Hood Street, Ancoats
Manchester M4 6WX

admin@manlitphil.ac.uk
www.manlitphil.ac.uk

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