



**St Elvan's
Community
Heritage
Project
CF44 7AB**

Volunteer Role Description Event Steward

St Elvan's Community Heritage Project

Founded in 1852 and located in the picturesque Cynon Valley, following recent extensive renovation, St Elvan's is a vibrant new space featuring concert and conference facilities, exhibition gallery, meeting rooms, heritage tours and a licensed cafe bar. We offer our volunteers the opportunity to meet people, feel valued and part of a team and work in a friendly environment

Purpose of role

To ensure the safe and enjoyable experience of visitors and provide practical where required before, during and after events at St Elvan's.

Main activities/tasks:

- Welcoming visitors to the event
- Checking tickets during ticketed events
- Showing people to their seats
- Understand and carry out the evacuation procedure if necessary
- Sell programmes and other merchandise
- Help with setting up before the event
- Help clear and tidy the area after the event

Skills and personal qualities:

- Honest
- Reliable and conscientious
- An interest in music and culture
- A confident, friendly disposition
- Courteous

Training offered

Volunteer induction

Hours There are no set shifts, and some flexibility would be appreciated. We would like the Event Steward to be able to commit to at least 3 hours as required per event

Reporting to: Karin Mear (Craig Roberts in her absence)

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