

Events Assistant

We are looking for reliable and friendly volunteers to help set up and welcome visitors at the Library's programmed events which usually take place on weekday evenings, although there are some daytime and weekend events.

What does the role entail?

- Setting up events and tidying up after events
- Welcoming visitors to the Library and being able to answer their questions
- Be well informed of all facilities, events and exhibitions taking place in the library, and to actively promote these to enhance visitor enjoyment.
- Awareness of security procedures at the Library.
- In some cases, actively partaking in events, such as workshops.

What kind of events will you be helping at?

The Library has a varied programme of events including:

- Film screenings
- Exhibition views
- Book launches
- Public lectures
- Fundraising events
- Workshops
- Open House

What skills and experience will you gain?

- Working with a diverse audience
- Customer care skills
- Self confidence
- Prioritising and time keeping
- Working as part of a team
- Working under pressure
- Knowledge of the Library and its collections

No experience necessary, full training provided.

Travel expenses from London travel zones 1-3 will be reimbursed.

Please email lsidebotham@wienerlibrary.co.uk with a CV and a short covering letter briefly explaining your interest in the role and your skills and experience