



**Imagine Celebrates volunteers are required between July 2019 – April 2021.**

**REPORTING DUTIES**

* Liaising with the Imagine Celebrates Team (including partners)
* Reporting to the Programme Director at City Arts.

**WORKING GROUPS AND EVALUATION**

* To be active on working or evaluation groups and contribute to the creative planning and progress of Celebrating Age
* Where agreed, to carry out additional research tasks that will support projects.
* To assist in carrying out surveys with participants and the public.

**PUBLIC LIAISON**

* To be a warm, friendly and welcoming presence at events/workshops
* To act as a point of contact for participants and members of the public
* To have a good knowledge of the Imagine Celebrates programme of events and be ready to share key information and make recommendations to the public.

**SURVEY TAKER**

* During events, we may require volunteers to support us in conducting surveys with participants and the public
* These surveys help us to evaluate how we are performing and identify needs. It is an extremely important part of a volunteer’s role
* Volunteers will be briefed about the surveys before using them.

**VENUE ASSISTANT**

* To be reliable and a good time keeper
* To report to the Programme Director at City Arts if you are unable to volunteer at the arranged date and time
* To make contact with the venue manager or supervisor on duty on arrival and liaise with them on your duties. They may have specific tasks for you to help with
* Find out key information about the venue – where are the toilets, the auditorium, the wheelchair access/lift, the bar, the exits etc..
* If venue staff do not have specific duties for you, then the role is one of welcoming members of the public to the event as the face of Imagine Celebrates and carrying out surveys
* Be a self-starter and take initiative if you see something that needs attention.

**SOCIAL MEDIA / DOCUMENTATION**

* Volunteers may be asked to take some photographs on their phone for documentation purposes at events and share these with City Arts
* Where possible volunteers should seek permission for taking photographs at workshops/events and avoid photographs of children
* Volunteers can send these to the Communications Officer or Programme Director at City Arts.

**GENERAL REQUIREMENTS**

* To follow the policies and procedures required by City Arts
* To undertake any other tasks as may arise from time to time.