

<b>POST:</b>	Exhibition & Events Assistant
<b>APPRENTICESHIP:</b>	Traineeship (6 weeks)
<b>START DATE:</b>	7 <sup>th</sup> March 2022
<b>LOCATION:</b>	Croydon
<b>WORKING HOURS:</b>	TBC

### The Company

We are a community-based unit currently in Croydon operated by a committed team of Trustees, volunteers, and part-time Manager. Located in a High Street Centre shop unit, its exhibitions & events present the history of the Windrush Generation through the stories of its people and its descendants. In addition to exhibitions, it has a changing programme of seminars, storytelling, debates, and fundraising events.

### The Role

The Exhibition & Events Assistant is responsible for visitor support and security within our unit. They are the first point of contact for visitors to the Exhibition/ Unit/ Event.

### Responsibilities:

- Assist in opening the unit and prepare it for visitors
- Assist to close the unit and ensure that the building is properly secured
- Meet, greet and take care of visitors and briefly explain the layout of the building and the exhibition. Training will be given.
- Count visitors as they arrive and record numbers on the sheets provided. Request visitors complete contact sheet and sign.
- Deal sympathetically with all visitors and respond to their enquiries regarding the exhibition, events and unit.
- Sell items from exhibition, event and items pertaining to the existence of WGLA record items sold
- Gentle cleaning within the unit as needed to provide a high standard of presentation, disposal of rubbish/ waste at the end of every day to location advised.
- To take reasonable care for the health and safety of themselves and others who may be affected by their acts or omissions at work
- Update database
- Prepare displays with support
- Take notes and type up stories
- Interview visitors and record stories
- Take part in events
- Handout leaflets within the centre
- Researching

- Assist with fundraising with support
- Preparation of signage
- Form filing and preparation
- Phoning visitors to the unit and informing them of events
- Telephoning schools and other community groups to share information.
- Booking in visits to the centre and assisting with diary management.
- Sending out mail merge letters
- Assisting with the building of social media
- Preparing for visit
- Assisting with coffee morning
- To undertake training as required

A program of training will be in place for the right candidate.

### **Training to be provided**

This Traineeship opportunity includes work preparation training, functional skills maths and English support for those who require it and a high-quality work experience placement.

### **About traineeships**

A traineeship is a course with work experience that gets you ready for work or an apprenticeship. It can last up to 12 months.

You can apply if you're:

- eligible to work in England
- unemployed and have little or no work experience
- aged 16 to 24 and qualified below Level 4

You'll get:

- a work experience placement
- help with English and maths (if you need it)

You won't be paid, but you may be given expenses for things like travel and meals.

### **Desired skills**

- Teamwork

### **Personal qualities**

- Enjoys working with people and customers

### **Future Prospects**

A program of training will be in place for the right candidate