



## **Workshop Assistant - Role Description**

This role is ideal for anybody who enjoys being hands-on. As a Workshop Assistant you could be taking part in anything from a screen-printing workshop, helping our guests to create their own prints, to our themed family fun days, assisting families and children to make magic wands and superhero masks. This role is all about being a friendly, helpful and conscientious person; making sure that our workshops are fun as well as safe, so that everybody goes home feeling like they've had a great time.

This is a brilliant opportunity to develop your communication skills and get practical experience of customer service in a public facing role, vital abilities for anybody looking to pursue further education or go on to the world of work. You'll might also pick up basic event management skills and learn a thing or two from our expert Venue and Event Managers. It is also a fantastic way to meet new people and build confidence.

**Reports to** - Workshop Leader & Production Manager

**Role** -

- To assist the Workshop Leader to deliver the activity for the participants
- To adhere to all instruction from the Workshop Leader in particular those relating to equipment use and Health & Safety
- To advise the Workshop Leader of any issues such as:
  - Any medical emergencies
  - Any equipment problems
  - Any issues reported by the public
  - Any other issue which gives you cause for concern
- To be the friendly face of the Festival
- To wear the Festival T Shirt provided so that you can be clearly identified
- To be the eyes and ears of the Festival and to advise the Production Manager of any issues at the Festival such as:
  - Medical emergencies (staff or volunteers)
  - Venue problems e.g. trip hazards
  - Litter/rubbish accumulation
  - Any other issues which gives you cause for concern

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