

# CCW Events Assistant JD

## Job Description

We are hiring for a new pool of CCW students and recent graduates to support the annual event programme at CCW, including exhibitions, lectures and theatre productions.

We are currently looking for candidates who are available to support at the summer Shows at Camberwell, Chelsea and Wimbledon. Please specify on your application your availability for June and early July.

### **Responsibilities include:**

- Assisting event setup and breakdown (e.g. preparing tables, putting up signage).
- Providing on-site support during events.
- Welcoming, engaging and directing guests.
- Familiarising yourself with the event layout, schedule and programme as well as any relevant important information to pass on to guests.
- Handling guest enquiries and ensuring a seamless visitor experience.
- Collaborating with vendors and team members.
- Scanning tickets, recording visitor numbers and managing guests lists.
- Assisting guests with access needs.
- Directing and supporting guests in the event of an evacuation in coordination with the Duty Manager or Incident Manager.
- Monitoring the flow and capacity of event spaces.

### **Training:**

- Full training for this role will be provided in late May / early June.
- You will be expected to keep up to date with current procedures and to attend training sessions when requested (plenty of notice will be given for this).

## Personal Specification

We are looking for a diverse group of Events Assistants that can reflect and assist the dynamic array of staff, students and public that we welcome to CCW events.

Ideal candidates should possess the following qualities:

- Current CCW student or recent graduate (graduated in 2025).
- Ability to work without supervision, using initiative and creativity to resolve day-to-day-problems.
- Excellent communication and interpersonal abilities; comfortable and confident speaking to strangers.
- Positive and professional attitude.
- Take pride in working effectively as part of a team.
- Strong organisational and multitasking skills.
- Ability to thrive in a fast-paced environment.
- Willingness to attend event training on various subjects, such as health and safety requirements and EDI.
- Reliable and committed, with exceptional time management.

To apply, please submit a cover letter explaining why you would be excellent for the role. Please specify on your application your availability for June and early July.

We will be interviewing on Wednesday 29 and Thursday 30 April.

New roles for further events will be created throughout the year for successful candidates.

We are an equal opportunities employer and positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.