

VOLUNTEER MARKETING ASSISTANTS

Revelation is a pop up venue hosting music, theatre, films and children's events at St Mary's Church, Ashford. We are looking for enthusiastic, friendly staff to help us promote our events. If you like music and the arts and are interested in event marketing, you could help us to spread the word about events including music, theatre, comedy, talks and family events. Working with our Marketing Coordinator, we need support with social media, press releases and newsletters, delivering flyers, posters and new homeowner packs, conducting audience surveys and much more! Talk to us about your interests, skills and experience and we can tailor a role to suit. Revelation has a wide variety of events you can be involved in with a programme of over 30 each year.

GENERAL DUTIES/RESPONSIBILITIES

- Must be over 16 years old.
- Wear a Revelation polo shirt and look clean and presentable when attending events.
- Attend a Staff Briefing when working at events and listen to any specific requirements.
- Refrain from smoking, eating, chewing gum or using phones whilst at our events.
- Refrain from swearing whilst in the Church.
- Be friendly, helpful and a good representative of Revelation.

JOB SPECIFIC DUTIES/RESPONSIBILITIES

- Assist the Marketing Coordinator with promotion of events.
- Assist the Marketing Coordinator to provide a friendly and professional service to artists, audiences and clients.
- Support the Marketing Coordinator to ensure all communications meet our professional standards.
- This role may require computer skills in Office and social media

Training will be provided to ensure volunteers know about our products and services and how to best sell them and serve customers.

Duties may vary due to the varied nature of our events but this will be discussed with you in advance.

Revelation has a Volunteer Policy that explains our responsibilities to you and vice versa. You will receive a copy when you sign up to volunteer with us.