

Volunteer Event Assistant Role Description with Redbridge Culture Team

Could you assist the Culture Team to deliver engaging, fun and reflective outdoor arts for all the community to enjoy together?

Redbridge Outdoor Arts events dates for 2025 are as follows:

- Saturday 21 June 2025**
- Sunday 22 June 2025**
- Saturday 26 July 2025**
- Sunday 27 July 2025**
- Saturday 13 September 2025**
- Sunday 14 September 2025**
- Saturday 4 October 2025**
- Sunday 5 October 2025**

Saturday events take place in Ken Aston Square, next to Fullwell Cross Library IG6 2EA

Sunday events take place in Ilford Town Centre, near Redbridge Central Library and the Town Hall

Brief description of our Culture team events

Redbridge Arts and Culture Team deliver an exciting programme of cultural events animating public spaces. Through the programming of high quality and innovative UK outdoor arts, we aim to attract, engage and inspire local people, creating new and diverse audiences in Redbridge.

We need volunteers to support us with our Redbridge Outdoor Arts programme, along with other cultural events partners including Redbridge Libraries and Redbridge Drama Centre.

We are looking for enthusiastic volunteers to help us create an inclusive, welcoming experience for audiences and ensure our events remain safe and accessible for all.

As an Event Volunteer you will

- Encourage the public to participate in the performances
- Provide general information about the event, answer questions and assist with directions
- Help people to their seats and viewing areas
- Collect audience feedback at the events

- Promote our current and future events by sharing flyers and information about our programme
- Help to keep the event space clear of litter

Why you should volunteer with the Culture Team

- You will experience different arts and culture activities including: street theatre, dance and circus performances
- You will learn skills around customer care, confidentiality (where applicable) and health and safety
- Interact with new people and make new friends
- Increase your confidence dealing with the public in a professional setting
- Gain valuable experience for your CV and a reference if you volunteer for us on a regular basis
- Personal satisfaction of helping other people within your community

Here is what we are looking for:

Who you are:

- comfortable dealing with the general public in a responsive and friendly manner
- dependable and engage well with others
- a good listener, willing and able to follow instructions
- You enjoy arts and culture, or would like to get more experience
- You have a good command of spoken English and possibly other community languages
- You are at least 18 years old. There is no upper age limit for volunteering

Do you have what it takes?

- Able to read and write in English to help audiences complete surveys
- You will be flexible on working with us on weekends and evenings
- You are willing to work outdoors

When and where you will be volunteering

You will be asked to assist at our varied culture programme of events including but not limited to:

- Redbridge Outdoor Arts (June to October)
- Fabula Festival (June/July)
- Day of the Dead Festival (October/November)
- Christmas events (November/December)

Hours are flexible but we would ask for you to help us between 3-6 hours depending on the event.

Events usually take place in Ilford Town Centre and Ken Aston Square, Fullwell Cross, but there are likely to be ad-hoc events at other times and locations around Redbridge.

Anything else you should know?

- You will need to have a satisfactory identity check carried out
- You will need to provide the contact details of two referees who are over 18 years, who know you well but are not a member of your family
- We will provide training relevant to the event assistant role
- We can reimburse volunteers reasonable travel expenses, and lunch when volunteering for over four hours.
- All volunteers are placed initially on a one-month trial basis. Volunteers and activities are reviewed every three months

For more information or to arrange an informal chat about the role, please contact us at culture@visionrcl.org.uk