



Job Description

Job Title: Events Assistant (Seasonal)

Department/Team: Heritage and Culture

Reporting To: Head of Heritage and Culture

Main Purpose of Job

Situated within the Heritage and Culture Team this role is primarily focussed on providing support for our events programme. We are looking for a committed individual/s who is happy to take on the more physically demanding tasks necessary for us to run our varied events programme. The role will involve close working with the public and with the wider cathedral team. This role will assist and liaise closely with other members of staff, including Heritage and Culture, Shop, Master of the Music, and Assistant Organist.

Main Responsibilities

Events in the Cathedral:

- Liaise with and assist the Master of the Music and Music and Performance Coordinator with the delivery of individual events in our programme. This may include minor administration tasks where appropriate.
- Reconfigure the seating layout and staging as required for services, concerts, meetings, or other events in the Cathedral.
- Liaise with external partners for any special services or events as required.
- Deal with visitor enquiries as appropriate.

Health and Safety:

- Shared responsibility for the safety of the building and all staff and visitors in the event of fire or other emergency events.
- Maintain satisfactory level of heat and light for services of worship and other events as directed.
- Attend to accidents or incidents and complete the relevant statutory reports.
- Report any building defects to the Convener of the General Committee and liaise with the Cathedral architect.
- Acting as a security presence in the Cathedral during events.



Routine Maintenance and Supplies:

- Receive and record lost property.
- Clear votive stands and replenish candles.
- Operate and maintain sound system as required, including any battery replacement.
- Maintain general tidiness and cleanliness of church and put out recycling and rubbish for collection as agreed by City Council or private contractors.
- Replenish leaflets.

Working Hours and Pay

Notice of allocated hours will be given at the start of each month, but some flexibility on both sides is desirable. The rate of pay for this role is £12 per hour.

Person Specification: Knowledge Skills and Experience

- Ability to work unsupervised.
- Ability to work as a team player.
- Good people skills and communications skills
- Basic computer literacy
- Ability to take initiative, decision making as required.

To apply, please send a CV and covering letter to sarah.phemister@stgilescathedral.org.uk

