



GREYFRIARS

an inspiring community

Greyfriars Kirk- Concert / Event Steward

Greyfriars Kirk hosts many concerts and events throughout the year ranging from orchestral and choral concerts to exhibitions and lectures. All of these events are made possible by the valued commitment of our volunteer stewards.

Role of Volunteer Steward

Usually the concerts/ events take place in the evening. Although start times are variable, a 2.5 hour commitment is necessary from 18:30 / 18:45

Responsible to: Duty manager

Purpose of the Post

To assist the Concert Manager with Front of House duties, and to ensure events are run professionally and safely. To open Kirk doors in an emergency.

Principle Accountabilities

1. To maintain safety of the public at events and to know the procedure for emergencies at the venue, taking action for clearing the building as directed.
2. To assist the public as required with patience, politeness and understanding and to offer practical assistance, especially to patrons with disabilities.
3. To remain in the position delegated by the Duty Manager as required and to follow the instructions for the duties given to that position. Responsibilities **may** include:
 - Greeting the audience on arrival at the venue, and answering audiences queries regarding the event and / or venue
 - Assisting disabled patrons
 - Manning Fire exits
 - Assist with the setting up of venues before the event and tidying the venue after the event

Special Skills

Must have confidence to deal with members of the public.

Must have a friendly and welcoming manner and excellent communication and interpersonal skills.

No prior experience necessary as full training will be given.

To apply for this voluntary role, contact Steve Lister, Operations Manager via email at outreach@greyfriarskirk.com or on 0131 225 1900.

