



**JOB TITLE:** Event Team Member

**RESPONSIBLE TO:** ACV Management Team

## **ROLE SUMMARY**

To assist in delivering a diverse and high quality range of private and public events throughout the season – March – October 2025.

This role can be taken in addition to any other seasonal position, and is not intended as a stand alone position due to the ad hoc nature of events at the castle. This role will involve evening and weekend work.

## **MAIN DUTIES AND RESPONSIBILITIES**

With the wide range of private and public events that take place at Alnwick Castle, this role covers a number of possible positions within the events team. These include:

- **Stewarding**
- **Entrance cover**
- **Bar service**
- **Front of House service**
- **Setup and Packdown**

Training and staff briefins will be provided for positions covered within the role.

## **Teamwork and Personal Development**

You must be able to demonstrate that you can work as part of a team and also work on your own.

## **General**

A knowledge of, and compliance with, general procedures will be required, in relation to daily shift patterns, rostering, staffing levels, holiday patterns and similar procedures as outlined in the castle staff handbook. In addition, you will be prepared to undertake any other tasks and duties reasonably required by Northumberland Estates. You must be flexible, reliable and punctual.

## PERSON SPECIFICATION

<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Training, Experience and Qualifications</b>	
<ul style="list-style-type: none"> <li>- Experience of visitor care, or similar equivalent</li> <li>- Good standard of numeracy and literacy</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience working at events</li> <li>- Experience operating an EPOS till system, or similar equivalent</li> <li>- Cash handling experience</li> </ul>
<b>Knowledge and Skills</b>	
<ul style="list-style-type: none"> <li>- Excellent attention to detail</li> <li>- Ability to work as a team but also independantly</li> <li>- General awareness of Health and Safety and security</li> </ul>	
<b>Interpersonal Skills</b>	
<ul style="list-style-type: none"> <li>- Excellent communication skills</li> <li>- Neat and tidy personal appearance</li> <li>- Reliability and punctuality</li> <li>- Ability to work calmly under pressure</li> <li>- Flexible and adaptable</li> </ul>	
<b>Particular Circumstances to Consider</b>	
<ul style="list-style-type: none"> <li>- This role works in addition to other seasonal positions, and is not intended to be a stand alone or primary role.</li> <li>- Ability/availability to be rostered to work weekends, bank holidays and evenings. Be prepared to be flexible in working hour patterns.</li> <li>- To wear and maintain uniform as provided by Alnwick Castle</li> <li>- The role can involve working outside and some heavy lifting</li> </ul>	
<b>Physical/Health Requirements (site specific)</b>	
<ul style="list-style-type: none"> <li>- The role may involve standing for long periods of times in the open air, and in all weather conditions. Some areas are only accessible by stairwells, contain uneven surfaces or have low level lighting.</li> <li>- Daily work may include lifting of heavy or bulky objects.</li> </ul>	

Rates of pay will be shared at interview