



Events Steward

Black Cultural Archives is a national institution dedicated to collecting, preserving and celebrating the histories of diverse people of African and Caribbean descent in Britain. Using our unique collection, we will promote the teaching, learning and understanding of the African peoples' contribution, which will enable the public to learn and connect with hidden histories, creating an experience to uplift and inspire.

BCA requires volunteers to assist with events, event stewards ensure the smooth and successful run of a variety of events held at the BCA

Tasks

- To welcome and assist guests attending events
- To help with the setup of rooms and clearing away of events
- Be aware of BCA's fire and health & safety policies
- To monitor flow of guests in event space

Skills and Ability

- The ability to lift, with help, chairs and tables
- Ability to communicate with diverse groups
- Desirable - Interest in Black British History

In return for contributing time, effort, and skills as an Exhibitions Associate, volunteers will receive the following:

Support:

- Training and induction
- Supervision and guidance from BCA staff, including quarterly progress meetings
- Volunteer meetings

Benefits

- Learn about event management
- Develop problem solving skills
- Meet new people and Contribute to the continued success and growth of the BCA
- Reimbursement of approved expenses

Black Cultural Archives is a welcoming space for everyone to learn, explore and become inspired by Black British heritage and history.