

Volunteer Event Steward at Water Fest

Location: Forbury Gardens and Reading Abbey Quarter



Why we want you

Water Fest is Reading's largest free town centre-based community event. It features an exciting mix of arts, culture and heritage, through live and digital performances, activities and workshops.

This accessible one-day event will take place on Saturday 4 June and is open to the public between 11am and 5pm, within the Forbury Gardens, Abbey Ruins and along the River Kennet.

We are looking for a team of volunteer stewards to support the Reading Borough Council Events Team to help welcome visitors and manage the visitor flow. You may be assigned to a particular activity such as a workshop, or to a specific zone.

The volunteer shifts on the day of the event are **9am to 2pm** or **1.45pm till 6.45pm**.

What you will be doing

Throughout the shift you may be asked to help with

- Setting up or taking down gazebos and tables
- 'Floating' to check for any issues
- Greeting visitors with a warm welcome, helping and advising
- Ticket checking of arriving visitors for bookable workshops
- Assisting with an activity (including preparation, re-stocking and clean-up)
- Supervising a particular area
- Helping with stage management at one of the three stages
- Managing the movement of people through a one-way system (if applicable)

- Cleaning touch-points such as handles for temporary toilets (disposable gloves and equipment will be provided)
- If applicable, encouraging visitors to comply with government covid regulations at the time, e.g. mask-wearing, and discouraging large groups from forming

Breaks will be provided during the shift, and the Reading Borough Council Events Team are providing some light snacks such as cans of drink and bags of crisps.

How much time will it take up?

The shifts on the day of the event are **9am to 2pm** or **1.45pm till 6.45pm**

Please also attend the briefing session (approx. 30 mins hr) - at **12.30pm on Friday 27th May** at the bandstand behind the Maiwand Lion in Forbury Gardens, to explain in more detail what to expect on the day.

What you will gain in return

- Experience of working within a team
- Experience of welcoming visitors of all ages, in an engaging environment
- Learning more about Reading's history and cultural organisations

This role will suit you if you are

- Someone who enjoys variety – the day will involve a variety of tasks and activities
- Able to work as part of a team
- Enthusiastic, outgoing and polite engaging with a friendly and diverse audience
- Self-motivated and pro-active
- Have good communication skills
- Ideally you will already have some experience in a people-facing role

To apply

Please register on the Museums Partnership Reading [volunteering platform](#) by **9am Monday 9th May**, ensuring you tick the box next to '**Event Steward – Water Fest**' in your 'Interests' section when registering. This will alert us to the fact that you are keen to help at this event.

Matching to the role

If we think you are a match for this role, we will invite you to an informal interview with Sheila Fisher (Museum Partnership Reading Volunteer Coordinator) via Zoom, where you can have an opportunity to tell us about your interests and experience, and ask us some questions.