



GREYFRIARS

tolbooth and highland kirk

an inspiring community

Greyfriars Tolbooth and Highland Kirk - 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 a Volunteer Steward

Responsible to: Concert Manager

Purpose of the Post

To assist the Concert Manager with Front of House duties, and to ensure events are run professionally and safely.

Principal Accountabilities

1. To maintain safety of the public at events and to know the procedure for emergency 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 Concert 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 audience 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 excellent communication and interpersonal skills,

No prior experience necessary as full training will be given.

To apply for this voluntary role, contact Steve Wilson, Development and Operations Manager via email – outreach@greyfriarskirk.com Tel: 0131 225 1900.

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