



Volunteer Event Mini-Boss

Job Title: Volunteer Event Mini-Boss

Responsible to: Event Boss

We are looking for a sociable and friendly nerd to help us manage and run our monthly events.

You will participate in the set up and delivery of the event, including venue preparation, speaker management, guest registration and pizza ordering and distribution.

You will be organised, enthusiastic and have a demonstrable interest in events management, a love of all things nerdy and a rational fear of our future robot overlords.

We see this as a developmental role- we want you to contribute ideas for how to improve Nerd Nite London's events and to give you opportunities that will allow you to develop your skills.

You'll be a key part of the friendly nerd nite team, and we'd love to involve you in other aspects of Nerd Nite London that interest you.

Main duties and responsibilities

- Help with venue set up- AV, seating, decoration and bar set up from 5.30-7.30 at each monthly event.
- Ensure that speakers are comfortable and not wanting for drinks
- Assist with guest registration & ticket sales
- Assist with pizza purchase, ordering and distribution

Person Specification

- Experience of or interest in working on events in professional or volunteer roles
- Experienced in using projectors and AV equipment
- Friendly and sociable
- Conversant in, and enthusiastic about, nerdy stuff
- Ability to work independently and as part of a team
- Passionately nerdy

Nerd Nite London



@nerdnitelondon



facebook.com/nerdnitelondon

www.london.nerdnite.com



Remuneration

Nerd Nite London is a not-for-profit organisation. All nerd nite bosses donate their time, and all proceeds from our events are donated to charity. We are therefore not able to remunerate you financially for this post. However, we can offer you 2 free tickets to each event, with free drinks for you all evening.

How to apply

If you think this role is for you, please email us (london@nerdnite.com) with a short description of why you're interested, and we'll arrange a time to meet in person in a pub somewhere in Central London for a chat about the role.

Deadline: Please submit your application by 10am on Thursday April 7th.

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