



Nerd Nite Volunteer

Job Title: Nerd Nite Volunteer

Responsible to: Nerd Nite Team

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

In this role, you'll participate in the set up and delivery of the event, including event curation (speaker sourcing, liaison, booking), event promotion (social media, PR), event management (ticketing on the door, tech set up etc).

This role will suit you if you are 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 for you to help us develop any aspects of Nerd Nite London that interest you and that fit with the overall Nerd Nite vibe.

Main duties and responsibilities

- Sourcing, booking, and liaising with speakers
- Help with venue set up- AV, seating, decoration and bar set up from 6.30-7.30 at each monthly event.
- Ensure that speakers are comfortable and not wanting for drinks
- Help with social media
- Assist with guest registration & ticket sales

Person Specification

- Experience of or interest in working on events in professional or volunteer roles
- Friendly and sociable
- Conversant in, and enthusiastic about, nerdy stuff



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- Ability to work independently and as part of a team
- Tech literate enough to use google docs, and upload, download and tidy up large powerpoint presentations.
- Passionately nerdy

Remuneration

Nerd Nite London is a not-for-profit organisation. All the London nerd nite team 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.



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