



**Position:** Workshop Assistant  
**Team:** Programming  
**Reports to:** Panel & Workshop Assistants Team Leader

**Purpose:**

To assist with the smooth running of our Combat and Crafting workshop programme. Signing attendees into the workshop and assist with the selling of any unsold tickets in the morning.

**Duties:**

- Provide a friendly welcome to everyone
- Assist with the selling of any unsold workshop tickets at the Reception desk in the morning
- Check attendees into their workshop slots making sure that the people in the workshop are the ones that paid to be there
- Ensure that there is water available in the workshop and if not to ask hotel service staff to provide fresh water and glasses where necessary
- Provide assistance when required by the organiser of the workshop, but unlike a Panel Assistant this role doesn't require being on hand for the entire duration of the workshop, just coming back to check on how they are doing every ten or fifteen minutes would be fine

**Skills:**

- Good communication and organisational skills
- Good observational skills

**Hours:**

08.30-10.00 Assist with the selling of any unsold workshop tickets at the Reception desk.  
10.00-13.00 Shift work assigned by the Team Leader.  
13.00-14.00 Lunch time, there will be no work required during this hour. Lunch is provided for all volunteers.  
14.00-18.00 Shift work assigned by the Team Leader.

Shift times will be organised and agreed with individuals on Friday afternoon.