



Front of House Volunteer Role Description

Gresham College is a charity which provides high-quality free education to the public across a broad range of subjects. The College aims to stimulate a love of learning and intellectual curiosity and to champion academic rigor, professional expertise and freedom of expression.

For more than 400 years, Gresham College has been providing free lectures, originally in the City of London but now also online. They are live-streamed around the world and have amassed more than 60 million online views. To watch please visit our website <http://www.gresham.ac.uk> or look on [YouTube](#).

The College is now in year five of an exciting five-year plan which has the primary aim of increasing and broadening the audience which the College reaches. Working at Gresham College is hugely rewarding in terms of the breadth and range of subjects covered and the knowledge and intellectual reputations of our speakers.

Whether a regular visitor to Barnard's Inn Hall, an online viewer, or someone who would just like to support our mission, anyone over the age of 18 can volunteer.

Role Description

We generally have three lectures a week, although it can be more! We are specifically looking for volunteers who will be responsible for supporting the Academic Team in front of house duties for one of our evening lectures.

This will involve:

- welcoming attendees
- checking them into the lecture
- assisting them with their bookings
- managing hall capacity
- on occasion staying in our “overflow” room to ensure safety and to be a point of contact for our attendees

This work is designed to support the strategic aims of Gresham College in growing and diversifying our audiences, and will support the Academic Team in achieving those aims. The above are some aspects of the role description and it will depend on what the volunteer feels comfortable doing and dependent on your skillsets.

Who We Are Looking For

We are looking for someone who is reliable, friendly and trustworthy. Anyone who is curious about how venues/lectures are run are welcome to apply, and of course you should show an interest in our lectures!

This role will be based in London at Barnard's Inn Hall where our lectures take place, and at least 3 hours of your time will be required per lecture, specifically from 4.30pm-7.30pm. This volunteer position is for 1-3 evenings a week, dependant on your availability.

Training will be given, and you may need to complete a DBS check as we have underage minors attending our lectures.

Expenses

Out of pocket expenses will be given, but will need to be agreed in advance. You should keep receipts for expenses.

Equal Opportunities

Gresham College encourages applications from those of diverse backgrounds. The College is committed to fairness, consistency and transparency in selection decisions. Panel members are aware of the principles of equality of opportunity and fair selection.

How to Apply

If you are interested in this volunteering role, or wish to discuss it further, please contact the Academic and Schools Programme Officer Chia Brooks at c.brooks@gresham.ac.uk for an application form.