



Space2b Art & Design Social Enterprise

Community Events Support

Job title: Community Events Support

Reporting to: Rhonda Shepard – Events Manager

This is a volunteer position working 5 hours per week for a minimum of 6 months

Start: asap Commitment of 6 months

Location: 144 Chapel St, St Kilda, can work remotely.

1. Community Events Support

We are looking for someone who enjoys learning, connecting with our local community and wants to gain new friendships whilst sharing experiences and skills.

The Community Events Volunteer will work alongside our Events Manager and team to offer support before, during and after our events. You will be an integral part of Space2b, helping us to run events and will have fun doing so!

We are a vibrant and inclusive space and would love to work with someone who enjoys having fun, sharing ideas and is open to developing their own skills set further.

Your day will include:

- Supporting our Events Manager
- Participation and support in our events
- Helping to set-up and set-down events
- Maintaining a safe and healthy environment

Personal Qualities:

- Good communication skills
- Treats others with dignity and respect
- Encourages and cooperates with others to achieve common goals
- Is reliable and trustworthy
- Honest and trustworthy
- Possess cultural awareness and sensitivity
- Be flexible, organised and comfortable working with change
- Demonstrate sound work ethics
- Align with the values and vision of Space2b

Qualifications & Experience Requirements For The Role:

- Willingness to take direction and be available during some evenings and weekends
- Experience in event coordination is favourable

For more information please email us at info@space2b.com.au with a resume and a summary of your skills and experience.