

# Thurrock Council volunteer role description

## MUSIC SERVICE SUPPORT VOLUNTEER

<b>Supported by</b>	Music Service Coordinator and Head of Music Service
<b>Role summary</b>	The Music Service Support Volunteer will help provide support to the Music Service by helping at events, activities, and day-to-day operations. This volunteer role helps to ensuring that students, staff, and audiences have a smooth and enjoyable experience at all music service activities.
<b>Location</b>	Grays Music School - Thames Park Secondary school, Chadwell Rd, Grays RM17 5FP Occasionally at the Civic Hall in Grays with prior agreement
<b>How to apply</b>	Complete the application form at <a href="http://www.thurrock.gov.uk/volunteering">www.thurrock.gov.uk/volunteering</a>

### Tasks and responsibilities

- Assist in the setup and takedown of rooms, stages, and event spaces.
- Support at Music Service events including competitions, concerts, festivals, and workshops.
- Help organise seating for audiences and guide attendees as needed.
- Help ensure all equipment and resources are ready and available for tutors and performers.
- To assist with marking attendees and signing in staff and children.
- Assist with general administrative or operational tasks as needed – training to be given if needed.
- Support the team to provide a positive, safe, and welcoming environment.
- Follow instructions and assist where needed during events or sessions.

### Skills and experience

- Reliable and able to support with organisation.
- Friendly and approachable, comfortable supporting children and adults.
- Ability to follow instructions and volunteer as part of a team.
- Flexible to changing tasks and event requirements, to be agreed as needed.
- Advice will be given to volunteers about Health and Safety procedures which will need to be followed.

### Time Commitment

- Flexible timing (evenings, weekends, day events with notice) days and times will be agreed with volunteers in advance

### Support you will get

- Induction training and on-going support.
- Reimbursement of agreed travel expenses.

**This role requires a Disclosure and Barring Service (DBS) check.**