

## The Open 2022 Recruitment Request

**Job Title:** Event Assistant

**Department:** Patron Support – Nikon (Outside The Shop)

**Volunteer/Paid Role:** Paid

### Job Purpose

To run a product rental service during the entire duration of the event.

### Job Description

#### ROLE AND RESPONSIBILITIES

- Set up the stand every morning and closing.
- Facilitate rental of Nikon products, whilst safely storing visitors document card.
- Assist with consumer's information registration via iPad/computer.
- Get people to sign up to Nikon's database/newsletter.
- Keep the area tidy, clean and presentable.
- Keep records on everything coming in and out.

#### SKILLS

- Discretion of personal details.
- Good organisational skills.
- Able to work under pressure and for long periods of time.
- Good communication skills.
- Reasonable amount of technical skills (some laptop work).
- Personable.