# The Open 2022 Recruitment Request

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Event Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department:</td>
<td>Patron Support – Nikon (Outside The Shop)</td>
</tr>
<tr>
<td>Volunteer/Paid Role:</td>
<td>Paid</td>
</tr>
</tbody>
</table>

## 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.