

SKIPTON TOWN COUNCIL

Job Description

Post Title: Events & Market Staff (Casual)

Main Purposes of Role

- To assist the Skipton Town Council events team with the delivery of the varied events and festivals programme
- To assist the Market Team with the operation of Skipton Market

Main Duties

- To assist in the delivery of events and Skipton Market on behalf of the Town Council
- To support the delivery and set up of the events and markets taking place throughout Skipton. This could range from artist liaison, stewarding and security, technical support, AV support, front of house support, traffic management, market set-up, dealing with customer enquiries, dealing with food and beverage providers plus anything else which is required.
- To assist with the implementation of road closures and traffic management requirements which are required for the event to take place
- To assist with the take down of events and festivals
- To be a key customer service contact for all event attendees – This will include answering questions, giving directions and providing general guidance to the public

General Duties:

- To undertake such other duties and responsibilities as may be reasonably required, and which are consistent with the general level of responsibility of this role and the needs of the Council.
- To maintain personal and professional development to meet the changing demands of the job, and to participate in appropriate training activities.

- To establish and maintain effective working relationships within and outside the organisation.
- To uphold the Council's core policies and procedures.

Contacts

The post-holder will be required to present an appropriate, positive, image of the Town Council, dealing with all contacts in a professional and respectful manner.

Internal Contacts: Councillors, Members of the Council's Management Team, Other members of Town Council staff.

External Contacts: Representatives of Partner Organisations and other Local Authorities, Representatives of Industry Bodies, Members of the Public

Notes

The Town Council reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility.

The post will include some evening, weekend and Bank Holiday work.

The post holder will be required to undertake appropriate training in connection with any aspect of the job role.

This is a casual position to support the council with a range of events and festivals on an ad hoc basis throughout the year. The role will form part of a pool of casual events staff, but there is no guarantee of work.

July 2021