**Volunteer Position Description**

**Job Title:**  Auction Host and Event Support

**About Liberty Victoria**

Established in Melbourne in 1936, the Victorian Council for Civil Liberties (Liberty Victoria) has a long and proud history of campaigning for civil liberties and human rights for over 80 years.

Liberty Victoria has contributed significantly to public debate in Australia. It is one of the country's best-known organisations campaigning for civil liberties, human rights and democratic governance. Through educational campaigns, public events, interaction with the media, parliamentary submissions, arguing for law reform and acting as a vigilant watchdog over precious freedoms, the council has had a lasting impact on the Australian political landscape.

We survive only on volunteer involvement, membership and fundraising events like the **annual**  **Voltaire Award Dinner** **to be held on Friday 18 November 2022**. Your support as a volunteer at this key annual event enables Liberty Victoria’s important work to continue.

**Responsibilities and Duties**

* Arrange Auction Items and Descriptions on tables around the venue
* Assisting guests with the auction system & encouraging bidding
* Take payments for auction items and provide receipts to owners after the auction ends
* Assisting with packing paid auction items and giving them to the owners at the end of the auction.
* Advising table hosts of updates about the auction.
* Assist in Packing up any left over items at the end of the night.

**Skills**

* You are someone who enjoys dealing with people and has good customer service skills.
* You will be good at solving problems under pressure.
* Experience with using point of sale machines (particularly square card readers) would be Advantageous
* This is a role that requires a moderate amount of fitness in order to move and position auction items. During the set up time you will need the ability to stand for long periods of time.

**Commitment Expected**

* This is a one off event. Auction and event support will be expected to work at the venue the Sofitel Hotel, 25 Collins Street Melbourne from 5.30 to 11.30pm on the night of the event – 18 November 2022
* You can also elect to work from 3.00pm to 5.30pm to help set up the auction.
* You will be invited to attend a two hour training session in the week before the event on zoom/ or live at a location to be determined which will explain the financial system and other requirements.
* Utilise your own personal phone of ipad/tablet to process electronic funds transfers via our square financial system during the event.

**Training:**

You will be invited to attend **a training session** (both online or in person) **in the week before** the event to explain the auction system and how to set up the online financial system on your device, how to use it and other requirements of the event.

All volunteer staff will attend a briefing at 5.30pm before the event – meet at the Sofitel reception on level 1. In addition, you will receive a volunteer info pack one week before the event

**If you are involved in the setup of the auction you will be shown what to do on the job – from 3pm in the Grand Ballroom and then attend the general briefing at 5.30pm**

**Work Location**

Sofitel Melbourne on Collins: 25 Collins Street, Melbourne.

If you are assisting **with the setup from 3pm on 18 November 2022** please meet us at the Grand Ballroom on level 1 of the Sofitel which is on the same level as the Sofitel reception desk.

On 18 November 2022, arrive at the reception area on level 1 of the Sofitel at 5:30pm for a briefing. Volunteers will be taken to a meeting room on the 35th floor. A meal comprising a selection of sandwiches, fruit and non-alcoholic beverages will be served at 5:45pm to all volunteers.

* Visit PTV’s Journey Planner to arrange your public transport for the night. The nearest train station is Parliament. Tram stop #8 on Collins Street is out the front of 25 Collins Street (routes 11, 12, 48 and 109).
* Taxis and Ubers can drop off and pick-up at the hotel entrance, accessed via the hotel driveway on Collins Street.
* The Sofitel offers valet parking from $60 via the hotel driveway on Collins Street. Other car parks are nearby.