**Volunteer Position Description**

**Job Title:**  Liberty Host

**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**

* Greet guests on arrival at the Voltaire Award Dinner at the Sofitel Hotel, 25 Collins Street, Melbourne on Friday 18 November 2022 and direct them as needed throughout the evening to cloaking facilities, the table allocation board, bathrooms etc.
* Ensure guests have a dietary card in front of them (where applicable), especially if people move tables.
* Become known to the guests at your allocated tables so they can go to you for any queries.
* Ensure that guests are looked after and that any queries they have are followed up.
* Assist guests with the auction system and encourage bidding.
* Run messages between the floor and the AV booth.
* Assist with photographs: bring printed photos to specific tables; inform tables that their photos are printed and taking guests to where they are laid out.
* Encourage guests to join Liberty Victoria: make sure they are aware of membership forms on their tables; help them to fill them out if needed; tell them that they will be collected roughly when the main course is served; bring completed membership forms to the accounting booth to make payments and return receipts to new members.
* Sell raffle tickets.

**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
* A First Aid Certificate would also be advantageous

**Commitment Expected**

This is a one-off event on Friday 18 November 2022. You will need to:

* Attend a training session for around 2 hours one evening during the week before the event.
* Work at the Sofitel Hotel, 25 Collins Street Melbourne, from 5.30pm to 11:00pm on the evening of the event, 18 November 2022.
* 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.

A briefing will be held at 5.30 pm before the event. You will also receive a volunteer info kit that will provide details of the event. This will be sent to you a week before.

* **Work Location**

Sofitel Melbourne on Collins: 25 Collins Street, Melbourne.

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.