**Volunteer Position Description**

**Job Title:**  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 Voltaire Award Dinner. 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
* Assist in Setting up the Champagne Bar
* Assist in Packing up any left over items at the end of the night.
* **Work Location**
* Sofitel Melbourne on Collins: 25 Collins Street, Melbourne.
* Taxis and Ubers can also drop off and pick-up from this entrance also.
* Nearest train station is Parliament and tram stop #8 on Collins Street is out the front, with routes 11, 12, 48 and 109. Visit PTVs Journey Planner to arrange your public transport for the night.
* - If you are volunteering for the setup of the Auction items please meet us earlier at 3pm at the Victoria Suites. (up the escalator turn left). At 5:30pm a briefing will be held and at 5.45 a meal – a selection of sandwiches, fruit and non-alcoholic beverages- will be served to all volunteers.

This role can be combined with a Liberty Greeter or Liberty Host voluntary role if desired.

**Skills**

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**

3.00pm to 5.30pm on 27 July 2019

11.00pm to 11.30 pm

**Training:**

Arrive at the Victoria Suites (up the escalator turn left) at 3.00pm for a briefing. In addition you will receive a volunteer info pack one week before the event.

You will be invited to attend a training session in the week before the event.