**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 Voltaire Award Dinner. Your support as a volunteer at this key annual event enables Liberty Victoria’s important work to continue.

**Responsibilities and Duties**

* Meet and greet guests
* Directing guests - venue, bathrooms, cloaking, table allocation board, etc
* Running messages between the floor and the AV booth
* Ensuring guests have 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.
* Ensuring any queries from guests are followed up/ that they are looked after
* Assisting guests with the Galabid auction system & encouraging bidding
* Live auction spotters – making sure that people who are interested in buying auction items are known to the auctioneer Showing photographer who the VIPs are
* Bringing printed photos to specific tables/ informing tables that their photos are printed and taking them to where they are laid out.

Responsibilities continued

* Membership forms:
  + Making sure guests are aware of membership forms on their tables and assisting them to fill it out
  + Telling guests that membership forms will be collected roughly when the main course is served
  + Bring membership forms to the accounting booth to make payments and return receipts to new members.
* Sell raffle tickets
* **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.
* Arrive at the Victoria Suites (up the escalator turn left) at 5:30pm for briefing and meal – a selection of sandwiches, fruit and non-alcoholic beverages will be served at 5:45pm to all volunteers.
* If you are volunteering for the setup of the Auction items as well please meet us earlier at 3pm at the Victoria Suites.

**Skills**

You are someone who enjoys dealing with people and have good customer service skills

First Aid Certificate and experience with using point of sale machines to would be advantageous

**Commitment Expected**

* This is a one off event. Hosts will be expected to work at the venue from 5.30 to 11.00pm on the night of the event – 27 July 2019
* You will be invited to attend a two hour training session in the week before the event at a location to be determined.
* This role can be combined with the Event Support role if you wish to volunteer for this also.

**Training:**

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