

Events Stewards Needed at China Exchange

China Exchange presents ideas, debate and artistic expression in search of new ways to help our audiences explore the significance of China on our lives. We curate events that share the experiences and ideas of extraordinary people who demonstrate excellence in what they do. Not everything that happens at China Exchange is focused on China specifically, but everything we do will have a relevance to China. The China Exchange in the heart of Chinatown is also available to hire, providing income that support our charitable aims. You can read more about our work here: www.chinaexchange.uk

To support our excellent programme of events, we need confident and calm event stewards to work on a flexible basis.

Duties:

- Welcoming and directing guests to their events
- Selling tickets on the door
- Setting up rooms for events
- Staffing the China Exchange bar
- Handling microphones for Q&A sessions during events
- Dealing with guest queries quickly and effectively
- Ensuring guest safety and comfort

What we're looking for:

- A positive attitude
- People who enjoy working with people
- Strong communication skills
- The ability to stay calm under pressure
- People who are enthusiastic about learning new things
- Fluency in both English and Mandarin is an advantage
- Candidates who are entitled to work in the UK

What we offer:

- £9.15 per hour
- Flexible working arrangements
- Working patterns will vary – usually 12 hours per month in the evenings and at weekends
- Ticket allocation for your friends for our events

To apply, please send a CV and covering letter to Salema Khanum info@chinaexchange.uk

Closing date: Thursday 5 May 2016