

## **Welcome to CEE Notts**

CEE Notts is a new online archive, aiming to record and preserve the local memory, heritage, and culture of Central and Eastern Europe in Nottinghamshire. Thanks to support from Historic England we are running a 4 month long programme to kick-start our archive and connect communities across Mansfield town, a central location for the County and cultural exchange.

## **About Capturing shadows of the past**

Capturing shadows of the past is a public programme and exhibition to collect and preserve the stories of Mansfield town's Central and Eastern European communities, with a focus on industries with large numbers of CEE employees: mining, transport, and retail. The public are invited to add their own stories, photos, and anything else they feel appropriate to the archive.

**Job Title:** Event Assistant Volunteer

**Salary:** N/A

**Hours:** As required, average one day a month March-October 2024

**Location:** Mansfield library

**Responsible to:** Project Manager, Project Assistant

**Work closely with:** Oral History Volunteer, Digital Collections Volunteer

## **Key Roles and Responsibilities**

### **Event Support**

- Welcoming visitors of all ages
- Support with events and exhibitions
- Check event tickets
- Provide directions around the site
- Hand out leaflets and comment cards
- Assist with room set up/take down

### **Customer Service**

- Be a welcoming face to the general public
- Log attendance of each session

### **Any other business**

- Contribute to work of CEE NOTTS, support our values and growth
- Any other reasonable tasks as required

## **Person specification**

### **Essential**

- Evaluation, and data collection
- Excellent communication skills verbally and written
- An enthusiastic self-motivator with a proactive and organised approach to work
- Ability to work on own initiative, using this initiative to anticipate and resolve problems, and priorities tasks

### **Desirable**

- Speaker of Central or Eastern European language
- Experience in a similar role
- Good understanding of the challenges facing Central and Eastern European, and working class communities
- Good understanding of heritage collections
- A good understanding of safeguarding procedures

Travel expenses will be reimbursed

For any enquiries please get in touch with Liam Skillen at [ceenotts@gmail.com](mailto:ceenotts@gmail.com)