

# Curdrige Country Show

## **Entry Gate Team Leader**

The Entry Gate Team Leader is responsible for working with the Curdrige Amateur Dramatic Group (CADG) to organise volunteer support for the entry gates and ensure their smooth operation throughout show-day. Tasks involved include:

- Liaising with CADG to establish capacity and availability to assist with the entry gates and whether they would like space on the showground to promote themselves;
- Keeping the Show Coordinator and Committee informed of progress;
- Review and update the entry gate procedures in collaboration with the Show Coordinator and once agreed, share with CADG for their information;
- Print off the procedures and laminate (or arrange for them to be laminated) ready to be placed on the entry gates;
- Liaising with the Reading Room Caretaker regarding availability of card readers;
- Assist with setting up the gates on show-day ensuring that they have everything that they need;
- Meet & brief the professional gate stewards (if hired) prior to the Show opening to the public;
- Ensure that the gates have access to a supply of show programmes to hand out to visitors and refreshing the supply regularly;
- Working with the Show Coordinator and Show Chair to deal with any problems and respond to any queries from the gates throughout the event;
- At the end of the event, collecting the equipment at the gates and putting it away;
- Following the event, contacting CADG to say thanks for their support and request feedback.

In order to carry out these tasks effectively, the following attributes are required:

- Being good dealing with people;
- Ability to use Word to update the procedures;
- Able to work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held in the evening on the second Monday of January, March, and May and towards the end of June;
- Availability to be present on show-day to assist with setting up the gates and responding to queries when needed.

The time commitment anticipated for this role is approximately 5 hours plus show-day.