



9 September 2018

Dear friend

"When recruiting graduates for Marks and Spencer we look for the skills to help make them and our company successful. Volunteering can be a great way to develop those skills."

Helen Feltham, Director UK Retail HR

Great Riwayat Volunteers

Thank you for your interest in being a volunteer at PFW14 London this coming November.

At Riwayat we are very proud of the contribution which volunteers have made in the past and we value their work greatly. At previous Pakistan Fashion Weeks around 50 volunteers have been the backbone of the event and their contribution created a hugely successful show. We are confident to say that many of the volunteers in the past have gone on to establish strong links with the fashion and media industry, and we are delighted to be able to support and contribute to their success.

The benefits of volunteering with Riwayat are endless and offer candidates an excellent opportunity to experiment in a chosen career path, key benefits include:

- Opens up an exciting network of people and experiences
- Is a tool for personal development
- Contributes to improvement and/or enhancement of skill set
- Enhances your employability
- Influences your career choices, opening up a world of opportunities

Whilst it is very hard work, most of all if you apply yourself it is a very rewarding, fulfilling experience.

If are passionate about a career in fashion, media communications, event management or would just like to be part of an exciting high profile fashion event in London then you are in the right place.

Inclosed in this pack are all of the Job Profiles for Volunteer Roles at PFW14. Please read through them and decide which interests you most. Then please complete and return the application form to ask@riwayat.org.uk. We will then contact you to arrange an interview.

Yours

Adnan & Chris

Directors of Riwayat



Special Skills or Qualifications

In no more than 250 words please summarize special skills and qualifications you have acquired from employment, previous volunteer work, or through other activities, including hobbies or sports.

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Riwayat Volunteer Experience

Briefly detail why you would like to volunteer with Riwayat and how you think it would benefit you.

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Person to Notify in Case of Emergency

Name

Address

Postcode

Home Phone

Mobile

E-Mail Address

Agreement and Signature

By submitting this application, I affirm that the facts set forth in it are true and complete. I understand that if I am accepted as a volunteer, any false statements, omissions, or other misrepresentations made by me on this application may result in my immediate dismissal.

Name (printed)

Signature

	Date:



Volunteer Job Descriptions

Job Title: Receptionists

Based at Hilton on Park Lane

Position reports to Reception Manager & Volunteer Coordinator

The purpose of this role is to be the first point of contact with all incoming traffic to the event offering a friendly welcome.

Key Responsibilities

- First face of Pakistan Fashion Week
- Welcome and receive all visitors to the event
- Ensure all volunteers, visitors, press and guests are logged in with relevant checks (passes, tickets etc)
- On door sale of tickets to the exhibition and or show

Key Skills

- Friendly and polite with polished communications skills
- Well organised & efficient
- Able to deal with difficult customers
- Ability to handle cash and credit card income

Please note volunteers will be required to stay late on Sunday to ensure that the reception area is cleared up.

This role is most likely to appeal to volunteers with an interest in direct communication and contact with the general public and will require the volunteer to have an outgoing personality, however all applications will be considered.

This is a voluntary role which would require you to work from Saturday 24th November 2018 (7:00am to 11:00pm) to Sunday 25th November 2018 (9:00am to 11pm) with unsociable working hours. During this time Riwayat will provide complimentary meals however volunteers will need to cover their own accommodation and travel costs.

To apply for this role please download an application pack from www.riwayat.london or alternatively email ask@riwayat.org.uk

Upon successfully fulfilling the role Riwayat will award a certificate of excellence.



Volunteer Job Descriptions

Job Title: Guest Relations

Based at Hilton on Park Lane

Position reports to Front of House Manager & Volunteer Coordinator

The purpose of this role is to facilitate in crowd control within the auditorium and general management of the area before, during and after the show.

Key Responsibilities

- Welcome visitors
- Ensure that the auditorium is prepared for this shows; cleared, seats numbered & literature distributed
- Guide & assist visitors to their seats in the auditorium
- Ensure audience is seated in their allocated ticketed seat
- Maintain a presence within the auditorium during the show
- Ensure photographers are contained within the marked media areas
- Usher crowds from the auditorium in a prompt and orderly fashion after the show
- Ensure all fire exits are kept clear and be familiar with exit route

Key Skills

- Ability to interact with public in a welcoming and friendly manner
- Work under pressure to tight deadlines
- Ability to deal with difficult members of the public and situations
- Ability to be assertive should the situation require it

Please note volunteers will be required to stay late on Sunday to ensure that the auditorium is cleared up.

This role is most likely to appeal to volunteers with an interest in public relations and event management or students studying event management and hospitality, however all applications will be considered.

This is a voluntary role which would require you to work from Saturday 24th November 2018 (7:00am to 11:00pm) to Sunday 25th November 2018 (9:00am to 11pm) with unsociable working hours. During this time Riwayat will provide complimentary meals however volunteers will need to cover their own accommodation and travel costs.

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Volunteer Job Descriptions

Job Title: Dressers (For Female and Male Models)

Based at Hilton on Park Lane

Position reports to Backstage Manager & Volunteer Coordinator

The purpose of this role is to support and assist the backstage manager and allocated model before, during and after the show.

Key Responsibilities

- Assist & support Backstage manager
- Assist & support model in dressing and timekeeping
- Manage allocated model wardrobe
- Assist in the model dressing
- Assist in keeping the backstage area running smoothly
- Keep the backstage area tidy

Key Skills

- Strong communication skills
- Strong organisation & time management skills
- Ability to work as part of a large team
- Skilled in showing attention to detail and following instructions from designers & backstage manager
- Ability to work under pressure

Please note volunteers will be required to stay late on Sunday to ensure that the Green room is cleared up.

This role is most likely to appeal to volunteers with an interest in fashion or fashion design students, however all applications will be considered.

This is a voluntary role which would require you to work from Saturday 24th November 2018 (7:00am to 11:00pm) to Sunday 25th November 2018 (9:00am to 11pm) with unsociable working hours. During this time Riwayat will provide complimentary meals however volunteers will need to cover their own accommodation and travel costs.

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Volunteer Job Descriptions

Job Title: Steaming Team

Based at Hilton on Park Lane

Position reports to allocated Steaming Manager & Volunteer Coordinator

The purpose of this role is to support designers and backstage management by ensuring all garments are prepared and delivered on time ready for the catwalk shows.

Key Responsibilities

- Receive the designers collections from the designers
- Unpack the garments and allocate correctly to ten sets of outfits
- Steam the outfits and make them available to the Green Room Manager
- After the show ensure all garments are accounted for and returned to the designer

Key Skills

- Able to take responsible for expensive and valuable garments
- Timekeeping
- Strength and speed as garments can be very heavy
- Steaming experience
- Strong communications skills

This is a voluntary role which would require you to work from Saturday 24th November 2018 (7:00am to 11:00pm) to Sunday 25th November 2018 (9:00am to 7pm) with unsociable working hours. During this time Riwayat will provide complimentary meals however volunteers will need to cover their own accommodation and travel costs.

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Volunteer Job Descriptions

Job Title: Boutique Lounge Sales Assistants

Based at Hilton on Park Lane

Position reports to allocated Designer & Volunteer Coordinator

The purpose of this role is to man the designers stall in the Boutique Lounge before, during and after the Catwalk shows.

Key Responsibilities

- Assist & support designer in unpacking and displaying their sales items
- Steaming garments for display
- Man the designer's stall during the event, dealing with customers and handling sales
- Undertake research to become knowledgeable on your assigned designer

Key Skills

- Ability to carefully follow instructions whilst taking initiative at the same time
- Work under pressure to tight deadlines
- Good people skills
- Good sales skills
- Ability to work as part of large team and when required on a one to one basis

Please note volunteers will be required to stay late on Sunday to ensure that the Designers Lounge is cleared up and all designers gear is packed up.

This role is most likely to appeal to volunteers with an interest in fashion or fashion design students, however all applications will be considered.

This is a voluntary role which would require you to work from Saturday 24th November 2018 (7:00am to 11:00pm) to Sunday 25th November 2018 (9:00am to 11pm) with unsociable working hours. During this time Riwayat will provide complimentary meals however volunteers will need to cover their own accommodation and travel costs.

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