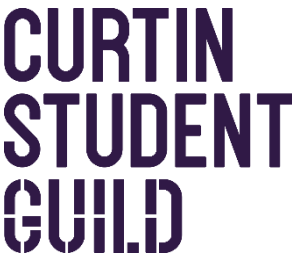


JOB DESCRIPTION

Position Title	Event Staff	
Portfolio	Student Experience Portfolio, Bentley Campus	
Position Classification	Minimum Conditions Act 1993	
Position Number	2205	
Nature of Employment	Casual	
Reporting Structure	This position reports to: Student Experience Assistant Events Coordinator	
Our Mission	Creating a fun and vibrant community that maximises the student experience	
Our Values	Autonomy Integrity Diversity	
KEY DUTIES AND RESPONSIBILITIES		
<p>Responsibilities may include but are not limited to:</p> <ul style="list-style-type: none"> • Maintaining and respecting the Mission, Vision, Values and objectives of the Guild • Creating a fun and vibrant community that enhances the student experience • Delivery of high quality events and activations to the Curtin community • Promoting the Guild and its services to the Curtin community • Promoting and encouraging participation in Guild events and activities • Offering a high standard of service to match the high standard of the Guild's reputation • Maintaining the safety, cleanliness, and visual aesthetics of events and activations • Cultivating a harmonious and effective team environment • Physical set-up and pack-down of events and activations • On-ground delivery of events and activations • Facilitation of activities and workshops • Construction and preparation of decorations, items, and/or equipment for use, display, or distribution at events or activations • Basic preparation, cooking, and/or service of food at Guild BBQs and pop-up food giveaways • Promotion of Guild events, activations, and services • Communication with the Events Coordinator and/or Student Experience Assistant regarding any problems or issues faced prior to, or during, event delivery • Operation of cash registers and EFTPOS machines to a high level of accuracy and honesty • Temporary coverage of Guild Reception desk as needed • Execution of ad hoc tasks and duties as required by the Events Coordinator or Manager – Student Experience, where determined to be appropriate for the employee's skills, abilities, level, and the role itself. 		

CRITERIA	
Essential and Desired Skills, Qualifications and Experience	<p>Essential</p> <ul style="list-style-type: none"> ○ Physically fit / able to carry out basic manual tasks ○ Friendly and outgoing ○ Strong problem-solving skills ○ Ability to multi-task and work under pressure ○ Ability to work well in a team environment <p>Desirable</p> <ul style="list-style-type: none"> ○ Prior retail or hospitality experience ○ Prior event delivery experience ○ Prior experience with AV equipment ○ Creative talent ○ Current driver's license
Uniform Requirements	<ul style="list-style-type: none"> • "Event Staff" t-shirt (provided) • To be worn with comfortable shorts or pants (not provided) • Fully enclosed (non-slip) shoes.
Other relevant job information.	<p>Work hours are varied and seasonal. Flexible availability is highly desirable. During off-season periods, hours will be heavily reduced/discontinued.</p>
COMPLIANCE AND LEGISLATIVE REQUIREMENTS	
<p>Guild Values and Code of Conduct: You must commit to and uphold the Guild's Mission, Values and Code of Conduct. For more information please visit here.</p> <p>Occupational Safety and Health At the Guild, safety is the responsibility of all staff. All supervising staff and managers are obliged to ensure the Guild's safe systems of work are being applied in areas under their control. You are expected to comply with these safety systems and follow reasonable directions given in relation to workplace safety and health. Acting in a manner which puts you or others at risk of serious injury or illness may lead to you becoming the subject of disciplinary action.</p> <p>Diversity, Equity, Equality and Fairness You are expected to value and celebrate diversity, and to:</p> <ul style="list-style-type: none"> • Cultivate a community which enables its members to achieve their full potential • Embrace, promote and celebrate diversity within our Community and ensure equality of opportunity <p><u>You</u> must familiarise yourself and comply with all other Guild policies, procedures and legislation relevant to this position.</p>	