


## JOB DESCRIPTION

<b>Position Title</b>	Event Staff	
<b>Portfolio</b>	Student Experience Portfolio, Bentley Campus	
<b>Position Classification</b>	Minimum Conditions Act 1993	
<b>Position Number</b>	2205	
<b>Nature of Employment</b>	Casual	
<b>Reporting Structure</b>	<b>This position reports to:</b> Student Experience Assistant Events Coordinator	
<b>Key Accountabilities</b>	<ul style="list-style-type: none"> <li>• Maintaining and respecting the Mission, Vision, Values and objectives of the Guild</li> <li>• Creating a fun and vibrant community that enhances the student experience</li> <li>• Delivery of high quality events and activations to the Curtin community</li> <li>• Promoting the Guild and its services to the Curtin community</li> <li>• Promoting and encouraging participation in Guild events and activities</li> <li>• Offering a high standard of service to match the high standard of the Guild's reputation</li> <li>• Maintaining the safety, cleanliness, and visual aesthetics of events and activations</li> <li>• Cultivating a harmonious and effective team environment</li> </ul>	
<b>Specific Duties and Responsibilities</b> <i>(but not limited to)</i>	<ul style="list-style-type: none"> <li>• Physical set-up and pack-down of events and activations</li> <li>• On-ground delivery of events and activations</li> <li>• Facilitation of activities and workshops</li> <li>• Construction and preparation of decorations, items, and/or equipment for use, display, or distribution at events or activations</li> <li>• Basic preparation, cooking, and/or service of food at Guild BBQs and pop-up food giveaways</li> <li>• Promotion of Guild events, activations, and services</li> <li>• Communication with the Events Coordinator and/or Student Experience Assistant regarding any problems or issues faced prior to, or during, event delivery</li> <li>• Operation of cash registers and EFTPOS machines to a high level of accuracy and honesty</li> <li>• Temporary coverage of Guild Reception desk as needed</li> <li>• 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.</li> </ul>	

<p><b>Essential and Desired Skills, Qualifications and Experience</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>○ Physically fit / able to carry out basic manual tasks</li> <li>○ Friendly and outgoing</li> <li>○ Strong problem-solving skills</li> <li>○ Ability to multi-task and work under pressure</li> <li>○ Ability to work well in a team environment</li> </ul> <p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>○ Prior retail or hospitality experience</li> <li>○ Prior event delivery experience</li> <li>○ Prior experience with AV equipment</li> <li>○ Creative talent</li> <li>○ Current driver's license</li> </ul>
<p><b>Uniform Requirements</b></p>	<ul style="list-style-type: none"> <li>• "Event Staff" t-shirt (provided)</li> <li>• To be worn with comfortable shorts or pants (not provided)</li> <li>• Fully enclosed (non-slip) shoes.</li> </ul>
<p><b>Other relevant job information.</b></p>	<p>Work hours are varied and seasonal. Flexible availability is highly desirable. During off-season periods, hours will be heavily reduced/discontinued.</p>