

POSITION DESCRIPTION

Events & Festivals Casual
(POS2674)

Directorate:	Community and Lifestyle	Department:	Cultural Venues and Events
Position Grade:	7	Reports to:	Strategic Events Lead
Last review:	November 2024	Next review:	November 2026 Version No.: 2.1

Position purpose:

To assist in the delivery of Council's indoor and outdoor community and cultural events, including supporting logistics, and customer service.

Key accountabilities/responsibilities:

Responsible for:

- 1) Providing onsite assistance at a wide range of events and activations, including indoor functions and large scale outdoor events.
- 2) Perform a range of tasks including set up of furniture, signage, event equipment; support the management of stallholders and suppliers on the floor; stage management or performer coordination; supporting registration or event administration; overseeing event control room; ushering and operating an event information booth; coordinating volunteers or contractors.
- 3) Carrying out duties as required in support of pre-production or delivery of an event.
- 4) Working across a varying roster, including evening shifts and weekend work.
- 5) Following Council's policies and procedures when carrying out work to ensure risks are managed and reporting all incidents, risks and issues to Management on a timely manner.
- 6) Support the Events Communications department across a range of activities, including live social media posting photography using an iPhone, filming Mayoral speeches, recording vox pops, editing reels in real time, and obtaining content approvals via mobile devices.

Decisions made in the position:

- 1) Allocation and prioritisation of tasks to volunteer resources, in line with brief and objectives.
- 2) Identifying and managing risks associated with the above key responsibilities, escalating when appropriate.

Decisions referred:

- 1) Scope of work will be determined by project manager in consultation with Strategic Events Lead or Manager, Casula Powerhouse Arts Centre.

Key issues/challenges:

- 1) Working across a varying roster, including evening shifts and weekend work.
- 2) Can be requested as part of responsibilities to be a customer-facing role when on-site
- 3) Regularly outdoor work under varying conditions
- 4) Physical tasks will be required (including moving or setting up furniture, hanging overhead signage, moving event equipment, packing event equipment and vehicles)

Key working relationships:

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- Events Team, Strategic Events Lead
- Casula Powerhouse Arts Centre
- Manager Cultural Venues and Events
- Mayor, Councillors and external Stakeholders

POSITION SPECIFICATION

Whilst the criteria described below is indicative of the nature of this role, for the purpose of this hiring process please only address the selection criteria listed in the job application.

ESSENTIAL CRITERIA

Experience

- Customer service or events experience
- High level of professionalism
- Excellent verbal communication
- Ability to work autonomously and as part of a team
- Proven innovative, imaginative, resourceful and enthusiastic work style

Knowledge and Skills

- Knowledge of Work Health and Safety practices, the principles of Equal Employment Opportunity, ethical practice and multi-cultural diversity
- Understanding of event logistics, attendee coordination/registration and crowd management

DESIRABLE CRITERIA

Qualifications/Licences/Experience/Knowledge and Skills

- Class C Drivers Licence
- Working with Childrens Check (WWCC)
- Forklift Licence
- RSA
- First Aid certificate
- Traffic control blue card

**LIVERPOOL
CITY
COUNCIL**



Our vision:

**Aspiring to do great things – for ourselves,
our community and our growing city.**

Our values:

Ambitious

Authentic

Collaborative

Courageous

Decisive

Generous