




JOB DESCRIPTION

Position Title	Event Staff	
Area	Projects Office	
Award	Amusement, Events and Recreation Award - Exhibition Grade 2 [MA000080]	
Nature of Employment	Casual	
Reporting Structure	This position reports to: Projects Manager Campus Activation Officer	
Key Accountabilities	<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 ● Deliver high quality events and activations to the Murdoch student community ● Communicate with external stakeholders ● Promoting the Guild and its services to the Murdoch community ● Promoting and encouraging participation in Guild events and activities ● Maintaining safety, cleanliness and visual aesthetics of events and activations 	
Specific Duties and Responsibilities (but not limited to)	<ul style="list-style-type: none"> ● Organisation and preparation of event material, decorations and equipment ● On ground delivery of events and activations ● Facilitation of activities and workshops ● Basic preparation, cooking and/or service of food at Guild BBQs ● Promotion of Guild events and services ● Communication with the Projects Manager and/or Campus Activation Officer regarding any problems or issues faced prior to, or during, event delivery ● Execution of ad hoc tasks and duties as required by the Projects office, where determined to be appropriate for the employee's skills, abilities, level and role itself. 	
Essential and Desired Skills,	Essential <ul style="list-style-type: none"> ● Physically fit / able to carry out basic manual tasks 	



Qualifications and Experience	<ul style="list-style-type: none">● Friendly and outgoing● Strong problem-solving skills● Ability to multitask and work under pressure● Ability to work well in a team environment <p>Desirable</p> <ul style="list-style-type: none">● Prior event delivery experience● Prior experience with AV equipment● Creative talent● Current driver's license
Uniform Requirements	Guild T-Shirt (provided)
Other relevant job information	Work Hours are varied and seasonal. Flexible availability is highly desirable, especially on Thursdays. During off season periods, house with be heavily reduced/discontinued