




JOB DESCRIPTION

Position Title	Event Staff (Marketdaze)	
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 ● Coordinate layout, setup, utilities and any other practical requirements for Marketdaze ● Coordinate the operation of weekly Thursday market ● Engage directly with stallholders to maximise participation and diversity ● Manage orders where applicable ● Administrative duties as required ● Maintaining safety, cleanliness and visual aesthetics of events and activations ● On ground delivery of events and activations ● Facilitation of activities and workshops ● Basic preparation, cooking and/or service of food at Guild BBQs 	
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 ● High level IT skills, particularly in the use of Microsoft Excel ● Ability to multitask and work under pressure ● Ability to work well in a team environment ● Available early mornings on Thursdays during teaching weeks <p>Desirable</p> <ul style="list-style-type: none"> ● Experience working with database software ● Current first aid certificate 	



	<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