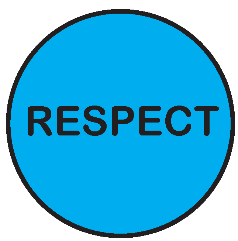
**POSITION DESCRIPTION**



|  |  |  |
| --- | --- | --- |
| **POSITION TITLE:** | Events Officer Casual | |
| **POSITION NO:** | 2658, 3106 | |
| **CLASSIFICATION:** | Band 3 | |
| **AWARD / LWAA:** | Victorian Local Authorities Award 2001 | |
| **DEPARTMENT:** | | Community Development |
| **BRANCH:** | | Cultural Development |
| **WORK UNIT:** | | Arts and Culture |
| **REPORTS TO:** | | Executive Producer, Festivals |
| **SUPERVISES:** | |  |
| **PREPARED BY:** | | Acting Unit Manager Arts and Culture |
| **APPROVED BY:** | | Manager Cultural Development |



*As an employee of Moreland City Council you are required to observe all Policies, Codes of Conduct, use and wear personal protective clothing and equipment (where applicable) and follow work instructions and relevant regulations.*

1. **POSITION OBJECTIVES:**

In accordance with Council policies and procedures and under the direction of the Festivals Program Producer, assist with the delivery of events.

|  |  |
| --- | --- |
| **Value** | **Statement** |
| Untitled-1_Page_1.png | We acknowledge our main purpose is to work with our Community and customers |
| Untitled-1_Page_2.png | I will support and value others |
| Untitled-1_Page_3.png | I take pride in my work and am responsible for doing it well |
| Untitled-1_Page_4.png | I will do what I say |
| Untitled-1_Page_5.png | We will work within and across the organisation to achieve community outcomes |

1. **KEY RESPONSIBILITY AREAS:**

* Assist the Festivals team with general administrative duties including contracting, data management and scheduling
* Liaise with diverse stakeholders including artists, stallholders, contractors and internal staff, as required
* Assist Festivals team to implement a range of activities that promote the festivals program including marketing, ticketing and social media tasks
* Assist in the operational delivery of the festival program, which may include working as event staff on some events in either a front of house or back of house capacity.
* As appropriate, attend staff meetings or briefing sessions.

**Continuous Improvement**

* Contribute to the effective implementation of the Moreland Continuous Improvement system in the work area and achievement of quality outcomes.

**Occupational Health & Safety**

* Contribute to the achievement of a safe and healthy environment by working in accordance with Council’s OHS Policy and Procedures**.**

Environmental Sustainability

* Incorporate Council’s environmental sustainability objectives and targets into projects and programs.
* Promote and participate in a culture of environmental sustainability.

Diversity & Equity

* Undertake all duties with an awareness of and sensitivity to diversity and equity in accordance with Council policy.

**Other duties**

* Required to undertake other duties as directed.

1. **ORGANISATIONAL RELATIONSHIP:**

**Reports to** **:** Executive Producer, Festivals

**Supervises :** Nil

**Internal Liaisons :** Community Development Staff, other Council Staff.

**External Liaisons:** Event attendees, artists, community groups, contractors and hirers

#### JOB CHARACTERISTICS RELEVANT TO THE POSITION

The following Job Characteristics should be read in the context of the definitions describing the characteristics required of a Band 3 employee as outlined in Part B of the Enterprise Agreement (Victorian Local Authorities Award 2001, Appendix A, Part A - Employee Band 3, Clause 3)

1. **ACCOUNTABILITY AND EXTENT OF AUTHORITY:**

* Under the supervision of the Executive Producer, Festivals and in accordance with Council policies and procedures assist in ensuring the efficient delivery of Council presented events.

1. **JUDGEMENT AND DECISION MAKING:**

* Under the supervision of the Executive Producer, Festivals and in accordance with Council policies and procedures assist in ensuring the efficient delivery of Council presented festivals and events.
* Under the supervision of the Executive Producer, Festivals, be responsible for adhering to safe work practices in accordance with Moreland OH&S policies and for identifying and reporting workplace hazards.

1. **SPECIALIST KNOWLEDGE AND SKILLS:**

* Demonstrated understanding of festival and event administration and operations.
* Ability to apply good customer service techniques within an event environment.
* Administrative experience and good PC skills.

1. **MANAGEMENT SKILLS:**

* Ability to communicate effectively to a wide variety of stakeholders and both internal and external clients.

1. **INTERPERSONAL SKILLS:**

* Good written and verbal communication skills.
* Ability to work as part of a team.
* Empathy with all sections of the community.

1. **QUALIFICATIONS AND EXPERIENCE:**

* Proven experience in working at festivals or events
* A current Victorian Drivers Licence

1. **PHYSICAL REQUIREMENTS OF THE POSITION**

**TASK** **ANALYSIS**

In the course of his/her duties, a person in this position may be expected to work in or be exposed to the following conditions or activities as marked.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Condition/Activity** | Constant | Frequent | **Occasional** | **N/A** |
|  |  |  |  |  |
| Manual handling weights -above 10kgs  -below 10kgs | ()  (√ ) | ()  ( ) | (√ )  ( ) | ( )  ( ) |
| Manual handling frequency | (√ ) | ( ) | ( ) | ( ) |
| Repetitive manual work | ( ) | (√) | ( ) | ( ) |
| Repetitive bending/twisting | ( ) | (√) | ( ) | ( ) |
| Working with arms above head | ( ) | () | (√ ) | ( ) |
| Lifting above shoulder height | ( ) | () | (√ ) | ( ) |
| Using hand tools – vibration/powered | ( ) | () | (√) | ( ) |
| Operating precision machinery | ( ) | ( ) | () | (√ ) |
| Close inspection work | ( ) | (√ ) | ( ) | ( ) |
| Wearing hearing protection | ( ) | (√ ) | ( ) | ( ) |
| Wearing eye protection | ( ) | () | (√) | ( ) |
| Working in dusty conditions | ( ) | ( ) | (√ ) | ( ) |
| Working in wet/slippery conditions | ( ) | ( ) | (√ ) | ( ) |
| Wearing Gumboots | ( ) | ( ) | (√ ) | () |
| Wearing safety shoes/boots (steel cap) | ( ) | ( ) | ( ) | (√ ) |
| Working with chemicals/solvents/detergents | ( ) | ( ) | ( ) | (√ ) |
| Washing hands with soap (hygiene) | ( ) | ( ) | () | ( √) |
| Working at heights | () | ( ) | (√ ) | ( ) |
| Working in confined spaces | ( ) | ( ) | (√) | ( ) |
| Working in chillers (+4 degrees C) | ( ) | ( ) | ( ) | (√ ) |
| Performing clerical duties | () | (√ ) | ( ) | ( ) |
| Working on a keyboard | () | (√ ) | ( ) | ( ) |
| Driving cars and/or trucks | ( ) | (√) | () | ( ) |
| Other (please specify)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ( ) | ( ) | ( ) | ( ) | |

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **KEY SELECTION CRITERIA**

* Ability to work collaboratively with others
* Proven experience in working at festivals or events
* Proven administrative experience, preferably gained in a festival and events environment
* Proven understanding of safe work practices in relation to working at events for identifying and reporting workplace hazards.

* Ability to communicate with a wide range of people
* A current Victorian Drivers Licence

**SIGNATURE PAGE**

**This is to certify that the position description has been drawn up/reviewed by both employee & Supervisor/Manager.**

###### Date / /

**(Staff member’s signature)**

**Date / /**

**(Supervisor/Manager’s signature)**

**Please send original signed document to the HR Officer (Human Resources) and also forward an electronic version to be filed in the Position Description database.**