**CASUAL DUTY STATEMENT**

**Position:**Events Casual

**Division:** CME

**Department:** Events

**Reporting to:** Events Production Officer

**Casual Salary Level:** HEW 1

**Date Prepared:** November 2024

***Position Outline:***

Event Casuals are responsible for working with the Events team, student representatives, and other UMSU departments to assist in the creation of engaging and enriching community events. Event Casuals are involved in organisational wide events such as Orientation Weeks as well as the weekly Tuesday activations at Parkville and Southbank campuses. There are various other student run events throughout the university semesters where Event Casuals are expected to act in a variety of roles that involve an on-the-ground presence during events both on campus and externally.

***Key Duties:***

**Assisting with the delivery of Organisational and Student Events:**

* Preparation tasks in the lead up to organisational events such as packing, organising, cleaning, and equipment maintenance
* Attending briefings to be across the logistics, infrastructure, risk management, and programming of events
* Be on the ground during events, including the set up and pack down
* Collaborate with UMSU Staff, student representatives, volunteers, contractors, stakeholders and the University of Melbourne to help create vibrant community events
* Setting up and packing down of infrastructure such as marquees, signage, and decor
* Executing events while adhering to OH&S and compliance standards
* Look out for potential hazards or safety issues, assisting patrons to follow event guidelines, directing traffic foot and vehicle traffic, reporting risk concerns back to the Production Officer
* All-rounder tasks to support Events team and students as required
* This role requires standing for long periods of time, being present and engaged with your surroundings, and manual handing/ physical tasks such as lifting weights

***Essential Skills and Qualifications:***

* Experience in customer service, ideally in events
* Ability to work autonomously and take initiative in fast-paced settings
* High level of communications skills, both written and verbal
* Exceptional interpersonal skills to forge strong relationships within the team and amongst student representatives
* Excellent organisational skills demonstrating the ability to prioritise, problem solve, and plan efficiently
* High attention to detail and the ability to manage time effectively and meet deadlines
* An understanding of university student’s needs
* Proven ability to work within a team
* Have a current Working with Children Check, or the ability to obtain one before commencing work

***Desirable Skills and Qualifications:***

* Work experience within festivals and/or;

in education/student/community events and/or;

in bars, markets, or a hospitality setting and/or;

in FOH roles within theatres, cinemas, museums, etc.

* RSA/Safe Food Handling/First Aid Certificates
* Drivers Licence
* Understanding of, and commitment to, principles of student unionism.

***Conditions of Employment:***

Terms and conditions are in accordance with the MU Student Union Ltd Collective Agreement 2017-2021.

***Uniform Requirements:***

The incumbent is expected to dress in the provided shirt and provide own pants and closed toed shoes.

***Health & Safety and Environmental Responsibilities of Staff***

### General Responsibilities

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct. OHS responsibilities applicable to positions are published at: <http://safety.unimelb.edu.au/topics/responsibilities/>

These include general staff responsibilities and those additional responsibilities that apply for Managers and Supervisors and other Employees.

### Authority to Act

Executive authority to act is defined in:

* [University of Melbourne Statutes and Regulations](http://www.unimelb.edu.au/Statutes/); and
* Individual casual duty statements

***I have read, understood and agree to comply with the casual duty statement***

Casual Employee: ……………………………………….……………………………… Date: ………….……

(Print Name)

Signed: ………………………………………………….………………………………….. Date: ………………..

(Casual Employee)