

<b>Position Title:</b>	Events Casual
<b>Division:</b>	Arts and Culture
<b>Organisation:</b>	University of Melbourne Student Union Incorporated (UMSU)
<b>Employment Status:</b>	Casual
<b>Classification Level:</b>	HEW 1.1, Higher Educations Industry - General Staff Award (HEW) [MA000007]
<b>Reports to:</b>	Events Production Officer, Events Coordinator
<b>Reported to by:</b>	N/A
<b>Incumbent:</b>	Vacant
<b>Date Effective:</b>	May 2026

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## The University of Melbourne Student Union (UMSU)

The University of Melbourne Student Union Inc (UMSU) is a dynamic, for-purpose incorporated association, serving as the representative body for all students at the University of Melbourne. Structured around student control of student affairs, UMSU is governed by an elected Students' Council and twelve student departments, chosen by and from the student body.

Located in the heart of the University of Melbourne's award-winning student precinct, UMSU is a vibrant, creative, and diverse social justice organisation committed to representing and supporting University of Melbourne students. Our vast arts and culture programs for emerging student artists are run in a state-of-the-art theatre, a professional art gallery, the iconic Rowden White Library and the Ida Bar – the only student bar on campus.

Our commitment extends beyond engagement to essential support services, including a free legal and advocacy service for students. We host events co-designed by students supported by professional staff, and publish multiple student-led publications, including *Farrago*. Beyond that, UMSU runs a food relief program, oversees over 1000 student volunteers, and has more than 200 affiliated student clubs.

UMSU's overarching goal is to enhance student life at the University of Melbourne. We achieve this by elevating and representing student voices through purposeful engagement and advocacy, offering exceptional programs, services, and opportunities that promote inclusivity and accessibility. Each of our dedicated student departments, committees, and collectives play a pivotal role in shaping the university experience.

Staff at UMSU are organised within four divisions with multiple teams:

- Advocacy & Legal
- Arts & Culture
- Student Representation
- Operations & Communication

The UMSU Constitution establishes that UMSU will:

- Advance the welfare and interests of students.
- Represent students of the University within the University and to the community.
- Provide amenities and services, principally for students and other members of the University community, and incidentally to the public.
- Provide an independent framework for student social and political activity.
- Develop, maintain and support student clubs, societies and associational life generally.
- Promote and defend the rights of students to education on the basis of equality without regard to race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, political religious or ideological conviction, or national or social origin.
- Oppose violence and/or hatred through militarism, nationalism, or discrimination on the basis of race, colour, sex, sexuality, gender identity, age, physical disability, mental illness, economic circumstances, religion, or national or social origin;
- Governed in an effective and accountable manner; and
- To promote free and accessible government-funded education.

To support these objectives UMSU staff observe the following values:

- Student Led and Focussed
- Inclusive and Connected
- Effective and Engaged
- Accountable, Transparent and Responsive

## **Divisional Overview**

The Arts & Culture Division contains the following departments:

- Arts Programs
- Events & Production (AVMelbourne)
- Rowden White Library
- Union House Theatre (Student Theatre)

The Division overall is responsible for facilitating student participation and engagement in student lead artistic activities, for working with elected student representatives to provide an arts & culture programs that supports the objectives of UMSU, and the operation of services that support students on campus.

The activities and services provided by the Arts & Culture Division are integrated and collaborative, and responsive to the needs of students. The Division seeks to maximise opportunities for student participation and engagement.

## **Position Summary**

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 Accountabilities**

### **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 handling/ physical tasks such as lifting weights

## **Level of Supervision**

Reports to the Manager and works under general supervision.

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

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. UMSU staff are required to understand and comply with the organisation's policies and procedures, including, but not limited to:

- *Workplace Conduct*
- *Interaction Protocols Policy*
- *Child Safety Policy*
- *Health and Safety Policy*
- *Privacy Policy*
- *Constitution and regulations, such as the Financial Regulations*
- *Prevention of Sexual Misconduct Policy*
- *Fraud Risk Management Policy and Corporate Governance Policy.*

## Authority to Act

Executive authority to act is defined in:

- University of Melbourne Statutes and Regulations; and
- Individual position descriptions.

## SELECTION CRITERIA

### Essential Skills and Qualifications:

1. Experience in a customer-facing role, such as events, hospitality, markets, or a similar fast-paced environment
2. Strong communication and interpersonal skills, with the ability to work collaboratively as part of a team
3. Ability to follow direction, use initiative, and adapt quickly in dynamic, on-the-ground settings
4. High attention to detail, good time management, and a physically capable and reliable approach to manual tasks (e.g. lifting, extended periods of standing)
5. A valid Working with Children Check (or willingness to obtain one)

### Desirable Skills and Qualifications:

1. Experience in major events, festivals, community and/or student events, or FOH roles
2. RSA, Safe Food Handling, and/or First Aid Certificate
3. Driver's licence
4. Familiarity with the principles of student unionism

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***I have read, understood and agree to comply with the position description.***

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Incumbent)

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

(Supervisor)

*UMSU is a child safe organisation, based on Wurundjeri country. We value diversity, embrace difference, and nurture a connected, safe, and respectful community. Umsu is a member of the Australian Network for Disability. We are committed to creating and maintaining a diverse, inclusive, and safe work environment.*

*First Nations' people, people of all ages, across all gender spectrums, people with disabilities and culturally and linguistically diverse people are strongly encouraged to apply.*

*We acknowledge the Traditional Owners of the lands on which we work, and that sovereignty has never been ceded. It always was, and always will be, Aboriginal land.*