

Position Title:	Senior Events Casual
Division:	Arts and Culture
Organisation:	University of Melbourne Student Union Incorporated (UMSU)
Employment Status:	Casual
Classification Level:	HEW 3.1, Higher Educations Industry - General Staff Award (HEW) [MA000007]
Reports to:	Events Production Officer, Events Coordinator
Reported to by:	N/A
Incumbent:	Vacant
Date Effective:	May 2026

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:

Senior Event Casuals are responsible for working with the Events team (including events casuals), student representatives, and other UMSU departments to assist in the creation of engaging and enriching community events. Senior 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 Senior 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. Senior Event Casuals take on a leadership role within the casual team, can work without supervision, and correctly interpret site maps, run sheets, and other event documentation to deliver events. They are entrusted with running complicated events with multiple stake holders, risk factors, and large audiences with the support and direction of the Events Production Officer and Events Coordinator.

Key Accountabilities

Assisting with the delivery of Organisational and Student Events:

- Collaborate with UMSU Staff, student representatives, volunteers, contractors, stakeholders, and the University of Melbourne to help create vibrant community events
- Supervise and participate in preparation tasks in the lead up to organisational events such as packing, organising, cleaning, and equipment maintenance
- Attend briefings of the logistics, infrastructure, risk management, and programming of events where the Senior Event Casual will lead and supervise staff and activities
- Brief other event casuals and volunteers with the logistics, infrastructure, risk management, and programming of events
- Supervise and participate on the ground during events and in the lead up where required
- Supervise and participate in the setting up and packing down of infrastructure such as marquees, signage, and decor
- Deliver events while adhering to OH&S and compliance standards and report feedback back to the Production Officer
- Monitor and manage potential hazards or safety issues, assist patrons to follow event guidelines, directing foot and vehicle traffic, report risk concerns back to the Production Officer
- Complete 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. Minimum 1 year of hands-on experience in events, festivals, or a comparable environment
2. Demonstrated ability to lead, supervise, and brief a team (including volunteers or junior staff) in a live event context
3. Proven capacity to work autonomously, interpret run sheets and site maps, and manage competing priorities under pressure
4. Strong communication, problem-solving, and risk awareness skills, with a commitment to OH&S compliance
5. A valid Working with Children Check (or willingness to obtain one)
6. A current First Aid Certificate (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 certification.
3. Driver's licence
4. Familiarity with the principles of student unionism

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

Signed: _____
(Incumbent)

Date: _____

Signed: _____
(Supervisor)

Date: _____

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.