**VCE Summer School 2023 Position Description**

*Events Team*

The Events Team will plan, organise and deliver non-academic events during the program. Duties will include attending training, planning, organisation, set up, clean up and promotion of activities as well as generally promoting fun and a positive culture at VCESS. Applicants should be comfortable working in a team environment and have a proven track record of organisation and reliability.

| **Title** | Events Team  |
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| **Number of positions** | 12-14 |
| **Desirable Attributes** | * Creativity and improvisation skills
* Organisation and reliability
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| **Skills Developed in this Role** | * Logistics planning, including risk assessments, expense tracking, event scheduling and venue management
* Communication and collaboration skills
* Adaptability and time management
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| **Main duties and responsibilities** | Before the program:* Engage in training run by the Coordinator before the program (about 5 hours over October to December).
* Meet with the Coordinator to plan program activities (about 5-10 hours over October to December), including:
	+ 3 hours of icebreaker and evening activities for tutor training (held in early December).
	+ 1 hour of campus tour activities (held on 9 January)
	+ 4 hours of major in-person program events (such as trivia, treasure hunts)
	+ 2 hours of major online program events (such as trivia, virtual escape rooms)
	+ drop-in activities space
* With guidance from the Directors, promote and organise tutor-run workshops on program (about 5 hours in December to January).
	+ Promote and process workshop applications.
	+ Allocate tutors to workshops and determine the requirements for venue, attendees, assistants, and equipment.
	+ Assist tutors in creating workshop names and descriptions.
* Attend Tutor Refresher Day (5 Jan) to finalise events and deliver a practice campus tour with other tutors.
* With guidance from the Directors, maintain a safe and inclusive environment through event planning, including risk assessments and accessibility considerations.

During the program:* Assist with activities being run by the Events Team, including attending for set up and pack up. This includes:
	+ campus tour activities (held on 9 January)
	+ major in-person program events (such as trivia, treasure hunts)
	+ major online program events (such as trivia, virtual escape rooms)
	+ up to two on-program lunches (such as BBQs)
	+ as rostered, the drop-in activities space
* Proactively plan and attend pre-event preparations as necessary.
	+ Organise or create materials for events, including digital resources.
	+ Recruit and brief other tutors to assist with events where necessary.
	+ Ensure set up, delivery and pack down of events is smooth and undisruptive.
* Organise at least two special dress days for tutors (such as pink Wednesday, formal Friday).
* With guidance from the Directors, support the delivery of tutor-run workshops on program.
	+ Liaise with the Operations team to organise workshop and venue allocation.
	+ Communicate with students and tutors about workshops, including recruiting and briefing additional tutors to assist where necessary.
* Maintain the drop-in activities space, and encourage student engagement with events on program.
* Work effectively and collaboratively in the Events Team.
	+ Communicate events information to students and tutors, particularly other special roles teams.
	+ Track and report spending, keeping to a budget determined by the Directors.
	+ Promote fun and inclusivity throughout the program.
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| **Reporting to** | Events CoordinatorDirectors  |

**Responsibilities Common to all Roles**

* Be committed to promoting an inclusive and welcoming environment within the VCESS community for all students and tutors.
* Assist in ensuring that the program runs smoothly.
* Be a mentor (both personally and academically) to students whilst maintaining a level of professionalism appropriate to the program.
* Ensure that students follow the rules of the program.
* Assist in the event of an unforeseen emergency.
* Communicate concerns about students’ progress or welfare to the Welfare Team, Residential Coordinator and Directors as appropriate.
* Follow sign-in procedure each day.
* Follow Program rules and procedures, including the UMSU Acceptable Conduct, Child Safety and Volunteering Policies; and the VCESS Tutor Code of Conduct.
* Hold a current and valid Working With Children Check, sign the relevant indemnity form and agree with all terms and conditions stated therein by the commencement of the 2023 program.

**Time Commitment**

The Events Coordinator will organise team sessions in October and December, subject to team availability, and a team meeting with the Directors before the commencement of the program. The pre-program time commitment for these responsibilities is expected to be up to 15 hours. In addition, this team will need to attend Tutor Refresher Day on 5 January.

The Events Team is required to attend for events duties for about 30 additional hours during the program. Team members will also be required to attend a debrief after major events, as organised by the Events Coordinator.