



SANTOS TOUR DOWN UNDER

13-21 JANUARY 2018
ADELAIDE
TOURDOWNUNDER.COM.AU

POSITION DESCRIPTION

EXHIBITOR OPERATIONS ASSISTANT

NATURE OF EMPLOYMENT

Volunteer

POSITION REPORTS TO

Tour Village Coordinator

TASKS

- Assisting with deliveries/bump in and bump out of exhibitors
- Assist with the moving and positioning of equipment as directed by staff such as umbrella bases, tables and chairs
- Assist with management of talent for interviews, signing and stage activity in a professional and confidential manner
- Collecting cardboard, pallets and other packing materials and disposing in the bins provided onsite
- Assist with Village opening/Closing procedures (including moving barriers)
- Receive & store ice/drink deliveries in refrigerated container and restocking team fridges
- Maintain vehicle key register
- Any other jobs as required

*Some of the tasks require heavy lifting, if you feel a task is beyond your capability please advise your supervisor before attempting the task. This position involves being on your feet for the duration of the shift.

SHIFT DATES & ANTICIPATED SHIFT TIMES

Day	Shift 1	Shift 2
Wednesday 10 January	8am – 3pm	Not required
Thursday 12 and Friday 13 January	9am – 5pm	Not required
Saturday 14 January	8am – 3pm	2.30pm – 9pm
Sunday 15 January	10:30am – 4pm	Not required
Monday 16 January	1pm – 6:30pm	Not required
Tuesday 17 and Wednesday 18 January	11:30am – 3:30pm	3pm – 7:30pm
Thursday 19 and Friday 20 January	11:30am – 4pm	3:30pm – 8:30pm
Saturday 21 January	11:30am – 3:30pm	3pm – 6:30pm
Sunday 22 January	11:30am – 4pm	3:30pm – 7pm
Monday 23 January	8am – 3pm	Not required

Water will be available at all times.

A light meal will be provide for all shifts **over** 5 hours. Volunteers are welcome to bring a snack if they feel they will require something additional to eat.





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LOCATION

This position will be based at the Tour Village, located in Victoria Square. Volunteers are required to make own arrangements to and from each shift.

Please note there are no provisions within the tour village for private vehicles to be parked.

UNIFORM & RESOURCES

Official event t-shirt, neat, tidy black or denim pants or knee length shorts/skirt, event cap, closed toed comfortable footwear and provided sunscreen.

Position specific uniform and equipment such as safety vest, simplex radio and tools will be provided onsite as required.

