

# SANTOS TOUR DOWN UNDER

10-20 JANUARY 2019  
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

Shifts will be available from Wednesday 9 January until Monday 21<sup>st</sup> January. Please complete your availability when applying to volunteer, and we will allocate you an appropriate shift.

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

## 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.