

Santos TOUR DOWN UNDER

EVENT OFFICE ASSISTANT POSITION DESCRIPTION

POSITION

Event Office Assistant

NATURE OF EMPLOYMENT

Volunteer

REPORTS TO

Assistant Event Manager, Event Coordinator and/or Event Office Assistant (Placement Student)

TASKS

- Provide administrative support to the Event Office team assisting with enquiries, document preparation, data entry, filing, photocopying and other general office duties
- Support the daily operation of the Event Office maintaining a professional and welcoming environment and ensuring the Event Office and storeroom remain organised, stocked and presentable
- Assist with stocktaking and inventory management including event office supplies, uniforms, merchandise, accreditation and other event resources
- Support volunteer, team and stakeholder services including assisting with volunteer and traffic marshal briefings and preparing team, VIP and stakeholder packs
- Assist with event logistics and operations including preparing and packing materials for race-day operations, delivering event resources where required, and undertaking other event delivery tasks as directed by the Event Delivery team

*Event office volunteers should be prepared to assist with tasks located in the Tour Village or dining room if required during rostered shift times.

SHIFT DATES AND SHIFT TIMES (APPROX.)

Santos Tour Down Under Dates: Saturday 16 January – Sunday 24 January 2027

Shift Times:

Pre-Event Shift Times:

Morning Shift | 7.00am – 12.00pm

Afternoon Shift | 12.00pm – 5.00pm

Event (Men's & Women's Race) Shift Times:

Morning Shift | 7:00am – 10.00am



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Afternoon Shift | 12.00pm – 5.00pm

*Times listed above are TBC

*Please arrive 10 minutes prior to shift starting time

LOCATION & TRANSPORT

The majority of the shifts will be located at the Santos Tour Down Under Head Office, located in the Amora Hotel Adelaide (233 Victoria Square) on Level 1. Volunteers are required to make their own arrangements to and from each shift.

There will be requirement for the Event Office Assistant to help with tasks that will take them out of the office to other locations in and around Adelaide. This is generally on foot but may be in official event vehicle if comfortable driving.

MEALS

Water will be available at all times; please ensure you bring a reusable water bottle to refill.

A light meal will be provided if the shift is over 5 hours in duration.

Volunteers are welcome to bring snacks if they feel they require something to eat during the shift.

UNIFORM

Official event t-shirt (provided at volunteer briefing), neat and tidy black/denim pants or knee length shorts/skirt, closed toed comfortable footwear.

A hat and sunscreen will be provided should work be required to be undertaken outdoors.

