

# SANTOS TOUR DOWN UNDER

13-22 JANUARY 2023 / ADELAIDE



## TOUR VILLAGE EXHIBITOR OPERATIONS ASSISTANT POSITION DESCRIPTION

### POSITION

Tour Village Exhibitor Operations Assistant

### NATURE OF EMPLOYMENT

Volunteer

### REPORTS TO

Hub Operations Manager, Anita Decoster, Festival Village Assistant (Placement Student) and/or Programming Producer (TBC)

### 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 chair
- Assist with management of talent for interviews, signing and stage activity in a professional and confidential manner (Main Stage)
- Collecting cardboard, pallets and other packing materials and disposing in the correct bins provided on site
- Assist with Village opening and closing procedures (including moving barriers)
- Kids Area / resetting tables and chairs
- Any other jobs as required

\*Please note, some of the tasks require heavy lifting. If you feel a task is beyond your capability, please advise your supervisor before attempting that task. This role requires being on your feet for the duration of the shift.

### SHIFT DATES AND SHIFT TIMES (APPROX.)

**Santos Tour Down Under Dates:** Friday 13 January – Sunday 22 January

Shift Times:

**Event:**

Afternoon Shift | 2:00pm – 7:30pm

\*Times listed above are TBC

\*Please arrive 10 minutes prior to shift starting time



#tourdownunder



tourdownunder.com.au

## LOCATION & TRANSPORT

The shifts will be located at the Tour Village, Victoria Square (Bike Exhibitor Pavilion). You will need to check in at the Site Office and/or Information Booth for your shifts.

Please note, there are no provisions within the Tour Village for private vehicles to be parked.

Volunteers are required to make their own arrangements to and from each shift.

## 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.

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



#tourdownunder



[tourdownunder.com.au](http://tourdownunder.com.au)