POSITION DESCRIPTION Event Crew

Purpose of assignment	
This role is part of the Event Management Team. This team will be the face of APhO 2019. You will provide support and assistance to students, leaders and/or observers, ensuring our guests have the best APhO experience, get to where they need to (safely and on-time), and are assisted in the case of emergency.	
Position title	Event Crew
Reports to	Program Manager or APhO Academic Director
Location	Adelaide – various locations
Outline of responsibilities	
Event Crew may be asked to: • work the arrivals and/or information desk, solving problems • accompany leaders/observers on an excursion, co-ordinate bus manifests • assisting Team Leaders and the Committee during jury and translation meetings • admin – printing, scanning, replenishing supplies • venue – set-up and/or pack down venues • duties to support the Program Manager or Academic Director as directed	
Skills and requirements	
• current Working with Vulnerable People Check, or the ability to obtain • excellent time management, organised, flexible and responsive • good communication skills • DESIRABLE – event experience and/or ability to speak an Asian language or Russian	
Time commitment	
• flexible hours, rostered in advance, from Saturday 4 to Sunday 12 May 2019 • training as arranged by the Program Manager prior to the event	
Payment	
This role is a voluntary position. The program will not provide payment for time spent at APhO nor reimbursement for time lost from employment. Volunteers are responsible for their travel costs associated with attending APhO 2019. Where relevant, accommodation and meals are provided.	

Version: 15 January 2019