

Position Description

Position Title	Event Operations Assistant – Bump In and Bump Out Crew
Functional Area	Operations
Responsible to	Event Operations – Di Mason
Staff Supervision	N/A
Employment Status	Volunteer
Date	September 2019
Employment Period	30 December 2019 – Friday 24 January 2020



Key Responsibilities

Pre-Tournament (Based at Domain Tennis Centre Hobart)

- Work alongside the Event Operations Coordinator in executing the 2020 Event Operational Plan
- Assist with communication with Domain Tennis Centre Management on bump in and bump out schedule
- Assist with site setup including assistance with clearance, cleaning and preparation of current leaseholder areas
- Comply with the logistics plan for deliveries pre and during event and familiarise the delivery locations on site
- General assistance as directed by the Tennis Australia Safety & Risk Manager

Tournament Mode (Bump In)

- Support Site setup and bump in of infrastructure i.e. containers, fencing, temp toilets, marquees, waste removal bins and services such as plumbing, electrical, etc.
- Support Court setup with on court equipment, court screens, etc.
- Assist with room setup for functional use
- Assist with pre-event activations
- Ensure all signage is in place and on time
- General assistance as directed by the Event Operations Coordinator

Tournament Mode (Bump Out)

- Comply with logistics plan for bump out as directed by Event Operations Coordinator
- Work with suppliers to ensure communication around timing of bump out to ensure safety of patrons, volunteers and staff
- Assist with site pack down for each of the above mentioned areas and any area as directed by the Event Operations Coordinator
- Ensure priority is given to areas required by leaseholders
- Ensure site is ready for handover back to the Domain Tennis Centre by Friday 24 January 2020

Knowledge / Skills / Service Expectations / Attributes

Knowledge / Skills

- The ability to participate as an effective team member in a fast paced environment
- Project and time management skills desirable
- Quality customer services and communication skills - ability to build rapport and engage quickly with a diverse range of cultural backgrounds
- Sound problem solving skills, and high attention to detail
- Be physically able to move furniture and other items as directed under the Event Operations Plan

Service Expectations / Attributes

- Be an ambassador for Australian Tennis and Hobart International
- Always demonstrate flexibility and adaptability in the course of your role
- Have a 'Can Do' attitude and be willing to support others to succeed
- Always be resourceful and do whatever it takes to seek solutions
- Be level-headed and calm in high pressure situations
- Be self-motivated, proactive and demonstrate initiative in the course of your role

Environmental / Health / Safety Responsibilities

- Complies with Venue OH&S policies and procedures
- Takes reasonable care for the safety of his/her own health and safety and that of other people who may be affected by their conduct in the workplace
- Seeks guidance for all new or modified work procedures to ensure that any hazardous conditions, near misses and injuries are reported immediately to the Manager
- Participates in meetings, training and other environment, health and safety activities
- Does not wilfully place at risk the health or safety of any person in the work place
- Does not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare
- Cooperates with Hobart International in relation to activities taken by HI to comply with OH&S and environmental legislation.
- Participate in Return to Work Programs, as required to, across the organisation.

Compulsory Training / Position Requirements

Training Requirements

- Undertake the Hobart International 2020 Online Induction Program
- Attend Team rally, Uniform & Accreditation Collection and area specific training – TBC

Position Requirements

- Prepared to work a shift roster, including weekends, public holidays and evenings as required.
- Flexibility with regard to working hours with availability during the Tournament period (dates)