

## STAFFING ASSISTANT JOB DESCRIPTION

Staffing Assistants support the team in the general coordination of staff for each event. They are responsible for the process that registers and identifies all persons involved with working at our bars. The role requires preparation prior to events, as well as forward facing onsite duties and post event.

You may be expected to camp at certain events and provide your own camping equipment. Working hours tend to be long, with lots of time being on your feet. There will be a combination both early and late starts on build, break and show days.

### Roles & responsibilities:

#### Office Duties (pre-event):

- General assistance and support of the Staffing Team
- Duties will include: creating, distributing and management of Photo ID Passes for all staff
- Assist with the transport planning, coaches and car parking for each event
- Preparation of on-site welfare
- Assist in preparation and distribution of event specific information; this will include organising numerous Licensing and Bar folders
- Assist distribution of food and drink vouchers
- Ad-hoc assistance for the Production and Finance departments

#### On-Site:

- Assist with set up and take down of staffing office
- Assist with the staff/contractor registration process
- Ensure the staffing office is open as directed by the Staffing Manager
- Assist with collection and recording of information in relation to manager's payments
- Production of lost Photo ID passes (re-printing)
- Be aware and provide accurate logistical information on site – bar locations, medical centres etc.
- Preparation and recording of volunteer hour's onsite
- Accurate recording of any changes that effect numbers deployed in bars – sickness, etc

- Accurate recording of attendance & performance of volunteers on each bar
- Collation and reporting of accurate registration for staffing team to adjust staffing schedules
- Assist with any welfare or unusual situations that affect the staff or bars

#### Post Event:

- Assist with transport arrangements leaving site
- Assist with getting staff to leave no trace when leaving site
- Assist with take down of office
- Ensure all office equipment is accounted for

### Skills required:

- Excellent communication skills
- Organizational and time management skills
- Proven IT skills – advanced Excel and Word
- Positive flexible attitude and willingness to get involved across departments
- Full time availability from May/June to September 2022
- Ability to work co-operatively within a small team

### Skills Desired:

- Events or Hospitality knowledge
- Interest & knowledge of HR functions
- Bar experience
- Drivers licence