



# Position Description

POSITION DETAILS	
Date of PD	April 2022
Position Title	Events & Public Activities Crew (Casual)
Position Grade	3
Directorate   Business Unit	City Experience & Engagement   Events & Festivals
Reports to	Senior Officer Public Domain Activation
Physical Requirements Category	Category 3 – Combined role with some Physical Requirements

## POSITION OVERVIEW

Casual crew members provide on-the-ground practical workforce supporting major events, community events, markets, city activation programs and a wide range of holiday activities, exhibitions and functions, outdoors and within venues across the Parramatta LGA.

## KEY RESPONSIBILITIES

- Assist with a wide range of practical tasks involved in the delivery of large and small scale public activities, functions, exhibitions and events.
- Assist with city and event marketing, distribution of materials, and business engagement.
- Support the on-site needs of contractors, artists, agencies, supervisors and suppliers of staging, equipment, and others involved in the delivery of event services.
- Safely use basic power tools and hand tools when installing, maintaining or removing event infrastructure.
- Problem-solve, anticipate issues and work collaboratively with other workers and teams.
- Work independently and at times without supervision, across a range of venues and places.
- Maintain professional relationships with external parties such as local businesses, government authorities and other agencies.
- Provide excellent customer service for residents, visitors and workers, being an ambassador for the City and Council, supplying information and engagement to the public as required.
- Work directly with members of the public when participating in activities such as rides, workshops, craft activities etc.
- Provide security and invigilation of equipment, infrastructure and supplies at events and in the public domain.
- Provide observations, input, feedback and innovative thinking into the programming, strategy and vision for public activities and events.
- Be responsible when necessary for transactions, cash handling and on-site cash management.
- Follow the direction of Council's managers and coordinators to ensure all aspects of all activities and events are well managed, with standards maintained and key deliverables achieved.
- Ensure to take reasonable care of the health and safety of yourself, staff, visitors, contractors and volunteers whilst at work, and cooperate with Council to comply with WHS legislative obligations.
- Ensure EEO, the principles for a culturally diverse society, and Council policies are complied with at all times.
- Contribute to improved customer service and organisational effectiveness, by acting ethically, honestly and with fairness.

Knowledge
<p><b>Qualifications (Level)</b></p> <ul style="list-style-type: none"> <li>• Tertiary qualification in appropriate technical areas, such as live production, stage management, event management, sound engineering, OR two years of demonstrated hands-on industry experience.</li> <li>• Construction Industry General Induction card ("white card")</li> <li>• Current Driver's license.</li> <li>• This is a position that may require working with children. Successful applicants will be required to produce a Working with Children clearance.</li> </ul> <p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Relevant, practical experience working in public activations, events and festivals, audio/lighting, venues or recreation programs.</li> <li>• Provide quality customer service</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• High quality communication and interpersonal skills including excellent oral English language skills.</li> <li>• Sound practical abilities, problem solving skills and ability to prioritise needs and tasks.</li> <li>• Capacity to perform manual labour, including ability to lift and manoeuvre weight up to 16kg.</li> <li>• Ability to use basic tools, lifting equipment, trolleys and other special equipment.</li> <li>• Knowledge of best practice in public events, crowd control and public safety or a demonstrable ability to quickly acquire that knowledge.</li> <li>• Basic administrative skills and the ability to research and access information.</li> <li>• Ability to use a variety of computer programs including Microsoft Office programs.</li> <li>• Basic knowledge of power and cable management and general technical know-how, or a demonstrable ability to acquire such knowledge</li> <li>• Awareness of principles and practices of anti-discrimination, Equal Employment Opportunity and Occupational Health &amp; Safety.</li> </ul>

<p><b>Acknowledgement:</b></p> <p>I, ..... acknowledge that I have read and understood the above position description and have been given a personal copy.</p> <p>Signatures:</p> <p>Employee's Signature ..... Date: .....</p> <p>Manager's Signature ..... Date: .....</p>
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