



## EVENT ASSISTANT

Performs tasks and responsibilities assigned by the Event Coordinator. These could include ordering catering, decorating an event space, setting up tables and small marquees, testing lighting and microphones, running general errands, writing social media posts, making posters, being an usher, packing up equipment when an event is completed and assisting in the planning of events.

### Commitment:

- Day and times are negotiable as Tours and Events can be during the day or at night 7 days a week.
- Set up for a Day Tour is usually between 8am and 10am.
- Willingness to attend planning meetings either onsite or via MS Teams.

### Responsibilities:

- Report to Events Coordinator and Staff Maintenance.
- Take appropriate care when handling equipment as per Work-Place Safety regulations.
- Wear appropriate clothing – closed work shoes, hat, long sleeve shirt, sunscreen.
- Be versatile, jobs can range from mowing lawn, setting up gazebos, extra lights, screen, PA, seating, running cables, painting.

### Skills

No skill is required but knowledge in any of the following would be welcomed:

- Handy person abilities
- Good customer service skills – Friendly, welcoming, and respectful to people of all ages and cultures
- Ability to work in a team and follow instructions
- Attention to detail
- Good organisation skills
- High energy
- Problem solving skills
- Multi-tasking ability
- Conflict management skills
- A sense of humour

