



## Site Manager Assistant

### Role:

To assist and support the Site Manager in delivering a successful event for the City of Greater Bendigo and handling any inquiries from the general public about the Bendigo Easter Festival.

### Location:

- This position will be based at various locations within the programmed event sites

### Volunteer Attributes:

- Excellent interpersonal skills
- Excellent written communication skills
- Experience in customer service
- Ability to use initiative
- Be fit and active
- Ability to volunteer as part of a highly committed and vibrant team
- Passion for the Bendigo Easter Festival and Bendigo

### Duties:

- Site Manager assistant will be required to be flexible in their approach to varied tasks
- Duties will be directed by the Site Manager and may include liaising with site vendors, performers and the general public, assisting with signage, set up and pack up and relieving other volunteers
- In the event of an emergency, site manager assistants will be required to act as “scribes” for the Location Warden. This will entail keeping a record of what was said, to whom and when, for record purposes as required by the Chief Warden
- Direct visitors to sites of other events, including associated Easter events
- Direct visitors to the Visitor Information Centre for information regarding other attractions around Bendigo and accommodation
- Other duties as directed by Site Manager – this may include acting as a roving reliever
- Warden duties as part of the emergency process
- Record all concerns, documents, observations etcetera in the form provided at the Operations Room for review purposes
- To observe Occupational Health and Safety standards at all times

# BENDIGO EASTER FESTIVAL

6 - 8 APRIL 2012



## **Draft Times Required: subject to change**

<b>DAYS</b>	<b>FRIDAY</b>	<b>SATURDAY</b>	<b>SUNDAY</b>
<b>TIMES</b>	7.00am – 6.00pm	7.00am – 5.00pm	7.00am – 5.00pm

## **Other Information**

A uniform will be supplied and it is expected that it will be worn during the event. To compliment the uniform it is strongly suggested to wear dark pants and enclosed flat shoes.

