

# Position Description

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<b>Position:</b>	Casual Events Assistant (DCBFF)
<b>Reports to:</b>	Events Manager
<b>Direct reports:</b>	N/A
<b>Indirect reports:</b>	N/A
<b>Volunteers and Interns:</b>	
<b>Location:</b>	<b>OUSA, University of Otago, Dunedin</b>

## Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) run campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

Our Events team run a multitude of events throughout the year, from the nation's largest Orientation week program, the award-winning Dunedin Craft Beer & Food Festival, week-long events such as Art Week, daytime events such as Market Days, and assisting with logistics at other events such as graduation parades.

The Dunedin Craft Beer and Food Festival (DCBFF) is a household favourite within Dunedin and beyond and holds the status of being an industry leader in the Craft Beer and Food event environment within New Zealand. Run over two days, DCBFF opens its gates to 12,000 people showcasing 80 vendors.

## Position Purpose:

- Assist our events team in their coordination of the Dunedin Craft Beer and Food Festival including but not limited to set-up, on-site labour and pack down.
- Provide assistance to the OUSA Events team to ensure the coordination, delivery and promotion of any other OUSA Events programmes.

## Areas of Responsibility

Area	Expected Outputs
<b>General Tasks</b>	<ul style="list-style-type: none"> <li>• Assist with the coordination and implementation of the DCBFF and other event duties including but not limited to:               <ul style="list-style-type: none"> <li>- Coordinate planning &amp; on-site logistics</li> <li>- Working to comprehensive event run sheets and schedules</li> <li>- Assist with the set-up and pack-down of events</li> <li>- Assist with the running of events including but not limited to coordinating volunteers, manning info desks and basic cash-handling</li> </ul> </li> <li>• Assist with the promotion of events through poster runs, flyer drops and guerrilla marketing</li> </ul>
<b>Health and Safety</b>	<ul style="list-style-type: none"> <li>• Take personal responsibility for engaging in OUSA's no-harm, health and safety culture</li> <li>• Be familiar with the hazard register for the work area that you work in</li> <li>• Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register</li> <li>• Be familiar with the location of first aid kits and qualified first aiders in the Association</li> <li>• Be familiar with and adhere to any health and safety plans</li> <li>• Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in and notify the event lead of these</li> <li>• Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community</li> </ul>

## Personal Attributes

<b>Working Collaboratively</b>	<ul style="list-style-type: none"> <li>• Ability to build and maintain professional and productive relationships</li> <li>• Ability to relate to a diverse range of people</li> <li>• Excellent written and oral communication skills</li> <li>• Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA</li> </ul>
<b>Organisation</b>	<ul style="list-style-type: none"> <li>• Manages self, resources and workload to meet timelines</li> <li>• Is organised and keeps all files and documents in order</li> <li>• Ability to work independently and as part of the team</li> <li>• Ability to recognise when issues need to be escalated to the Departmental Manager</li> </ul>
<b>Change</b>	<ul style="list-style-type: none"> <li>• Is flexible and resilient to meet the ever-changing needs of the OUSA</li> </ul>
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate</li> </ul>

## Qualifications and Experience

- Have exposure or work experience within a fast-paced environment