

Role	Festival and Events Volunteer
Program	The Arts, Culture & Events team delivers a yearly program of events that engage performers, stallholders and a range of Council departments to produce programs that celebrate cultural diversity in our community.
Reporting to	Events Officer events@monash.vic.gov.au
Monash Volunteering	volunteer@monash.vic.gov.au
Location	Various locations within the municipality of Monash.
Aims/Objectives	<ul style="list-style-type: none"> To support the delivery of free community events programmed by the Arts, Culture & Events Team, allocated by season including Family Fun Day - Spring, Live at Warrawee - Summer and Clayton Festival - Autumn To support the development of individuals in the live event industry.
Commitment	Times and dates to be advised by the Festivals and Events Team. Volunteers will be allocated to shifts/tasks on the day of the event.
Key responsibilities	<ul style="list-style-type: none"> Support with the set up and pack down of event spaces and tents such as events signage and collateral. Assist event photographer with the collection of consent forms. Assist with queue management for rides, workshops, and activities. Assist with conducting iPad surveys for festival goers on the day. Assist the Festivals and Events team throughout the day as required. Monitor specific spaces (E.g. giant games) and tents such as the Sensory/Chill out tent, including ensuring the space is accessible, clean and sensory resources are available to use and being used appropriately.

Training

Complete any induction and compliance training requirements where relevant

Personal Attributes

- Ability to work within guidelines, policies, and procedures of Monash City Council, which includes confidentiality and professional boundaries.
- A sensitivity and ability to work with people from a wide range of cultures and backgrounds
- Reliable and punctual.
- Ability to work autonomously.

Qualifications and Skills

- Completion of the South East Volunteers (SEV) Role of the Volunteer Course & Reference checks.
- Clear Police check and Working with Children's Check (Monash Council).
- Awareness and commitment to Monash Volunteers Policies and Procedures as outlined in the volunteer Welcome Pack.

Declaration: I have read and understood this role description including the requirement to bring my mobile phone in accordance with my Key Responsibilities.

Volunteer Signature:

Volunteer Name:

Program Leader Signature:

Program Leader Name:

Date ____/____/____