



POSITION TITLE: Entertainment Assistant	ORGANISATION: Australian Capital Tourism	SECTION: Events
CLASSIFICATION: Floriade Internship	POSITION NUMBER/S: F1007 and F1008	REPORTS TO: Entertainment and Activities Coordinator

ENVIRONMENT

Australian Capital Tourism is an enterprise group within (TAMS). Its purpose is to maximise the social, cultural, economic and employment benefits of tourist visitation to the ACT economy. It does this by undertaking activities aimed at enticing Australian and overseas visitors to discover and explore the vast array of attractions and experiences in Canberra and the region.

The role of the Events team is to stimulate visitation and enhance the visitor experience in Canberra and the region through the delivery and support of events.

The Entertainment program is an integral part of the Floriade onsite experience. The professional delivery of the entertainment program is the role of the Entertainment Coordinator and Entertainment Assistants along with a professional team of performers, technicians and stage managers.

POSITION DESCRIPTION

The primary objective of this position is to assist the Entertainment Coordinator with the programming and management of the entertainment programs at the Village Stage, Stage 88, the children's area, the onsite cinema and to help manage the roving performers and buskers.

The Key Responsibility Areas for the Entertainment Assistant are:

1. Assist with the coordination of entertainment and activities for Floriade.
2. Oversee technical requirements including liaising with sound technician as required
3. Coordinate stage as per programming rosters
4. Assist performers backstage as required
5. Ensure stage is set up for performers including maintaining a clean stage and dressing rooms

6. Change signage and programs daily or as appropriate
7. Ensure stage is set up for performances
8. Manage database/s and assist with entertainment administration
9. Assist with bump-in/out plans as required
10. Follow up post event with letters/certificates as required

SELECTION CRITERIA

Essential

1. Proven experience or demonstrated ability in database maintenance particularly in Microsoft Excel/ Microsoft Access and sound computer literacy skills
2. Strong interpersonal, customer service, communication and administrative skills.
3. Demonstrated capacity to co-ordinate and assist with the delivery of event operations in order to achieve determined objectives.
4. Demonstrated ability to work in accordance with agreed time frames and show initiative
5. Ability to work within a small team environment with minimal supervision
6. Currently undertaking tertiary studies in Event Management or Tourism (Third year level).
7. Demonstration of behaviours reflecting the organisation's values including teamwork, customer service, innovation and creativity, recognition and development and accountability.
8. Demonstrated commitment to the implementation of Equal Employment Opportunity (EEO), Industrial Democracy (ID) and Occupation Health and Safety (OH&S).

Desirable

1. Current Australian driver's licence
2. Ability to undertake 150 – 180 internship hours from July – Mid October 2008