



POSITION TITLE: Floriade Gnomes Assistant (can be shared between maximum of two students)	ORGANISATION: Australian Capital Tourism	SECTION: Events
CLASSIFICATION: Floriade Internship	POSITION NUMBER: F1003	REPORTS TO: Events Manager/ Event Operations 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.

POSITION DESCRIPTION

The primary objective of this position is to ensure that Floriade event provides a high quality visitor experience,...

The Key Responsibility Areas for the Floriade Gnomes Assistant are:

1. Liaise with Floriade Gnome co-ordinator(Rotary)
2. Assist with the preparation of relevant information to promote the Floriade Gnomes on the Floriade website
3. Assist with on site registration and displays
4. Assist with general administration tasks such as planning, scheduling and on site gnome signage
5. Assist on-site at Floriade with the painting, judging process and prize allocation
6. Assist with post event collection of gnomes
7. Co-ordinate the post event volunteer survey

8. Positively contribute to the strategic and operational management goals of the organization

SELECTION CRITERIA

Essential

1. Proven experience or demonstrated ability in database maintenance particularly in Microsoft Excel/ Microsoft Access and sound computer literacy skills
2. High level communication and interpersonal skills including demonstrated capacity to deliver exceptional customer service to clients, sponsors, members of the public and other stakeholders.
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 April – Mid October 2008