



POSITION DESCRIPTION

EVENT ASSISTANTS — EASTERFEST 09

Easterfest is looking for two great people to fill the volunteer roles of Event Assistants for the festival. This is a great chance to be involved with the amazing team of people who organise this event & gain valuable experience in the rapidly expanding event industry.

The Event Assistants will report to the Events Coordinator and liaise with all Easterfest Area Managers as required. The Event Assistants will assist the Events Coordinator in organising & running all logistical areas of the festival.

Areas of Involvement:

- Development of the festival site plan with consideration to safety, logistics and the feel of the event
- Arrange & manage schedules for bump-in & out in consultation with suppliers & key crew
- Sourcing, booking & confirmation of infrastructure, attractions, suppliers, caterers etc. within allocated budget constraints
- Maintenance of existing & development of new supplier & volunteer relationships
- Acquisition of all necessary permits etc. from Toowoomba Regional Council & other governing bodies
- Artist selection & booking process
- Arranging, running & follow-up of meetings with key personnel & suppliers
- Management of the post-event reporting process incorporating feedback from punters, suppliers, artists & crew

Event Assistants will also be expected to have significant involvement in the planning & running of all other endeavours to come out of the Easterfest office including the 4GR Mayoral Christmas Carols.

Required skills:

The Event Assistants will be someone with a high level of integrity & commitment to traditional Christian values. They will:

- Have good management skills and be able to work with a large team of people
- Demonstrate initiative, creative thinking & problem solving abilities
- Be friendly, enthusiastic & relate well with people
- Be quick to take ownership & responsibility of projects
- Have good administration skills with an eye for detail
- Have some knowledge of the events industry

It is preferable for the Event Assistants to have some previous event experience & a passion to pursue this area in the future.

Position Conditions

The Event Assistants will be committed to the Easterfest mission to engage the broader community & champion the cause of church unity.

You will need to be able to commit to working in our office for approximately 16-24 hours per week during office hours on a volunteer basis. The roles will require essentially a full-time commitment during bump-in, the festival & bump-out (a 3 week period from March 28). You will also be asked to attend a number of area manager meetings. The role will be offered on a yearly basis & will be reviewed after Easterfest 09.

Part of the culture of Easterfest is the commitment from all staff, crew & volunteers that everyone does whatever it takes to make it happen. That means that there will certainly be times when you need to help out with work that may not be specifically relevant to your job description. One thing is certain – at the end of bump-out for the festival the Events Coordinator, the CEO & you will all be picking up rubbish!

How to apply

Submit your letter of application and resume to the Easterfest Events Coordinator as soon as possible. Positions are available until filled.

Dave Schenk
Events Coordinator
PO Box 2090
TOOWOOMBA QLD 4350
Email: dave@easterfest.com.au
Fax: 0746 326921