

EVENT OFFICE ASSISTANT POSITION DESCRIPTION

POSITION

Event Office Assistant

NATURE OF EMPLOYMENT

Volunteer

REPORTS TO

Tasting Australia Event Office Manager

TASKS

- Answering phones and taking messages
- Assisting the general public with enquires
- Responding to email enquiries in a courteous and timely manner with up to date event information
- Building a frequently asked questions matrix for use by other event office volunteers
- Photocopying and general office assistance
- Organising couriers and mailing items
- Assist the event team as requested

* Closed toed shoes are required to be worn as part of this role

SHIFT TIMES

27th April – 9th May

Tuesday 27th April: 10am – 3pm

Wednesday 28th April: 10am – 3pm

Thursday 29th April: 10am – 3pm

Friday 30th April: 10pm – 3pm

Saturday 1st May: 11am – 4pm

Sunday 2nd May: 11am – 4pm

Monday 3rd May: 10am – 3pm

Tuesday 4th May: 10am – 3pm

Wednesday 5th May: 10am – 3pm

Thursday 6th May: 10am – 3pm

Friday 7th May: 10am – 3pm

Saturday 8th May: 11am – 4pm

Sunday 9th May: 11am – 4pm

*Time listed above are TBC

*Please arrive 10 mins prior to shift starting time

TRAINING REQUIRED

COVID Marshal online training

COVID marshals will also receive additional training from the Tasting Australia team

LOCATION/TRANSPORT

Please ensure that you report to the Tasting Australia Event Office, SA Water Building.

Volunteers are required to make their own arrangements to and from each shift.

MEAL

Water will be available at all times. A light meal will be provided for all shifts over 5 hours.