

POSITION DESCRIPTION



Role Title

Mudbash Entertainment Assistant

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Not Applicable
Mudbash Entertainment Manager
Mudbash Vice Chairman

ELIGIBILITY

- The position of Mudbash Entertainment Assistant shall only be open to current invested Rovers, actively participating in a rover crew.
- Nominees must be eligible to remain a current invested Rover for the duration of the term (12 months), except with express permission of the Mudbash Chairman.

DUTIES AND RESPONSIBILITIES

Prior to Mudbash

- Assist the Entertainment Manager in the undertaking of their duties and responsibilities.
- Source equipment and materials required for entertainment to run.
- Attend monthly committee meetings as required.
- Provide quotes and costs to the Entertainment Manager.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Positively promote Mudbash to the Rover Community, Scouting Members and the Public.
- Act on decisions made by the represented rovers at the event forum.

At Mudbash

- Assist the Entertainment Manager in the undertaking of their duties and responsibilities.
- Set up & run all entertainment (non-activity/motorsport related) at Mudbash.
- Ensure all entertainment is running effectively.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.
- Provide support to other departments as required where there are no conflicts with their role.
- Communicate effectively with other departments, ensuring that tasks are identified, planned for, responsibility assigned and executed.

After Mudbash

- Working with the Entertainment Manager, pack up all entertainment, ensuring all equipment is returned and unused materials stored for future use.
- Attend at least 1 Post Mudbash Working Bee, assisting with the pack up of the venue after the event.
- Ensure all invoices are finalised and provided to the Entertainment Manager.
- Attend the event forum, listening to the feedback provided by Rovers.

POSITION DESCRIPTION



DESIRED SKILLS

- Entertainment Industry Knowledge
- Interpersonal and relationship building skills
- Communication
- Time Management
- Able to work as part a team to accomplish tasks.
- Occupational Health & Safety risk mitigation & reporting.

Feedback

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Comments	