

POSITION DESCRIPTION



Role Title

Mudbash Entertainment
Manager

ROLE REPORTING INFORMATION

Positions Reporting to this role
This Role Reports to
Executive Reporting

Entertainment Assistants
Mudbash Vice Chairman
Mudbash Chairman

ELIGIBILITY

- The position of Mudbash Entertainment Manager 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

- Provide all entertainment (non-activity/motorsport related) for the event; ensuring entertainment provided is appealing to young people of rover age.
- Liaise with bands/other musical acts to schedule entertainment, ensuring a *Memorandum of Understanding* for each musical act is drafted and agreed upon.
- Source equipment and materials required for entertainment to run.
- Prepare monthly reports detailing the work done by the entertainment department since the last committee meeting & providing it to the secretary prior to the next meeting.
- Attend monthly committee meetings.
- Draft a budget for all entertainment occurring and equipment required, liaising with the treasurer to ensure that money is within budget.
- Provide quotes and costs to the treasurer.
- Spend within the agreed department budget, except where approved by the Chairman.
- Attend at least 1 Pre Mudbash Working Bee, assisting with the preparation of the venue for the event.
- Draft a schedule for entertainment to be provided, providing it to the Public Relations Manager for printing in the Program & advertisement.
- Draft a roster for the entertainment team, allocating assistants appropriately to run entertainment over the weekend.
- 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

- Working with their team, set up & run all entertainment (non-activity/motorsport related) at Mudbash.
- Ensure all entertainment is running effectively, acting as a liaison between the musical acts and Mudbash Committee.
- Attend rostered shifts on time, remaining sober and prepared to undertake the required tasks.

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- 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

- 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 treasurer.
- Attend the event forum, listening to the feedback provided by Rovers.
- Produce an Annual Report by the Mudbash Annual General Meeting detailing the work done which is relevant to their duties.

The Entertainment Manager has the right to make decisions about entertainment as circumstances dictate, however these decisions should be notified to the committee and ratified at the first opportunity.

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	