

POSITION:	Events Support
LOCATION:	Mparntwe / Alice Springs
REPORTS TO:	Event Lead
SUPERVISES:	Nil
AWARD and LEVEL	SCHADS Level 2
HOURS PER WEEK:	Casual
SUPERANNUATION:	12%
ANNUAL LEAVE:	n/a
KEY PURPOSE:	To assist with set up, during and pack up of events.

ABOUT MCSCA

For over 36 years, Multicultural Community Services Central Australia (MCSCA) has been playing a pivotal role in supporting the successful integration of migrants in Central Australia. It is a not-for-profit, incorporated organisation with an elected volunteer Board. The Board provides strategic guidance, governance and leadership in advocacy; and supports the Manager and MCSCA staff.

MCSCA is based in Mparntwe Alice Springs and is the only NGO in Central Australia that solely focusses on supporting CaLD communities. MCSCA provides the first port of call with friendly, culturally sensitive orientation and information, and ongoing activities and events to promote harmony in our community. MCSCA supports people from CaLD backgrounds to contribute to and participate in the community by facilitating equitable access to local services and opportunities, advocating for the needs of CaLD communities and promoting multiculturalism in Central Australia.

POSITION DESCRIPTION

MCSCA runs various events over the year, including the major annual cultural festival in Alice Springs, Big Day Out in Harmony, Meet and Greet dinners or lunches, welcoming newcomers to our community, expos, information sessions, end of year celebration, and cultural celebrations and events in partnership with different cultural heritage associations or groups.

The events may be at MCSCA premises, in venues at the neighbouring organisation Alice Springs Youth and Community Centre and offsite. Many events are family-friendly, child-friendly which means all staff need to have Ochre Card (working with children).

Casual event support workers work with MCSCA team member/s to organise and check equipment, set up the event, assist with various tasks during the event and help with cleaning up and sorting and packing up the equipment and return it to MCSCA storage or the organisation where the equipment was borrowed/hired from.

This role involves manual handling, teamwork, food handling, cleaning, problem-solving, and assisting people attending the event. At times there will be repetitive manual tasks that will involve bending, squatting, reaching & twisting. The role will require people to be on their feet for long periods.

RESPONSIBILITIES

- Attend briefing session.
- The ability to lift objects of weight up to 20kg
- Move equipment from storage, loading vehicles, securing loads (if needed), driving, unloading equipment, working safely and effectively with other event team members.
- Set up event, following site plan and/or directions from the event lead (a MCSCA staff member), including siting and set up of marquees, tables, chairs, sound systems/speakers, decorations, food serving areas, working safely and effectively with other event team members.
- Assist attendees at event – directing attendees to ‘check in’ at the MCSCA stall, helping with information they need about the event, about MCSCA and any event partners.
- Assist with serving food and/or drinks, keeping the event space clean and tidy (eg clearing tables of disposable crockery and food scraps) without interrupting the event activities.
- Assist with activities during the event and collecting feedback from attendees, as directed.
- After the event, pack up equipment and sorting it ready to return to MCSCA or other organisation where the equipment came from.
- Clean up the venue and dispose of rubbish according to venue guidelines.
- Return equipment to MCSCA and/or other organisation as needed.
- Help with problem-solving to ensure the smooth set up, running and pack up of the event.
- Give feedback for review of the event.

SELECTION CRITERIA

Essential

1. Kind and helpful, and able to work well with people from diverse cultural backgrounds.
2. Physically fit for manual handling of equipment and supplies
3. Able to work efficiently and effectively in a team.
4. Able to work outside normal office hours as needed.
5. National Police check and Ochre card

Desirable

1. NT Drivers Licence
2. Experience working in a cross-cultural environment.
3. Knowledge of languages other than English.

Applicants from Culturally and Linguistically Diverse (CaLD) backgrounds are strongly encouraged to apply. Please send the below to info@mcscA.org.au:

Cover Letter: Please provide your responses to the above selection criteria

CV/Resume: Your CV/Resume should clearly outline experience you have that would contribute to your success in this role.