



ACT
Government

Chief Minister, Treasury and
Economic Development

POSITION DESCRIPTION

Directorate: Chief Minister, Treasury and
Economic Development

Division: Economic Development

Business Unit: Events ACT

Position Title: Site Crew

Coordinator

Position Number: Casual

Classification: ASO4

Location: Canberra City

Security Clearance Required: No

Last Reviewed: June 2026

DIRECTORATE OVERVIEW

The Chief Minister, Treasury and Economic Development Directorate (CMTEDD) leads the public sector and works collaboratively both within government and with the community to achieve positive outcomes.

As a central agency, CMTEDD provides strategic advice and support to the Chief Minister, the Directorate's Ministers and the Cabinet on policy, economic and financial matters, service delivery, whole of government issues and intergovernmental relations. The Directorate facilitates the implementation of government priorities, drives initiatives as well as leads the strategic direction for the ACT Public Service (ACTPS), to ensure that it is well positioned to perform its role.

DIVISION OVERVIEW

Economic Development's mission is to improve the liveability and productivity of the city. Working in collaboration with business, education institutions and industry partners, we:

- Develop and grow emerging enterprises, entrepreneurs and sectors to expand our economic base, provide local jobs and grow our export capability.
- Promote Canberra to the region, the nation and the world to attract visitation, business investment and students.
- Nurture grass roots sports and elite athletes and mould our reputation as a centre of regional sporting excellence.
- Produce major events for our city and manage significant arts, sports and event infrastructure.
- Grow our arts ecology so that it is valued locally, nationally and globally as one that underpins our city's liveability.
- Provide higher and vocational education accessible to all to increase skills of workers, provide better employment outcomes for business and identify future training requirements to develop the ACT economy.

The Division has five main business functions:

- ArtsACT
- Sport and Recreation
- VisitCanberra
- Events ACT
- Business and Innovation
- Skills Canberra

BUSINESS UNIT OVERVIEW

Events ACT is responsible for coordinating, managing and delivering a range of events that are important to the city and the community, including:

- Floriade and Floriade NightFest
- Canberra Nara Candle Festival
- New Year's Eve
- Australia Day
- Enlighten Festival
- Canberra Balloon Spectacular
- Symphony in the Park
- Lights! Canberra! Action!
- Canberra Day
- Windows to the World (biennial)

Events ACT also provides advice and support to the events and festival sector and provides coordination and facilitation to external events that have a direct impact on government infrastructure and directorate operations. Events ACT also administer the ACT Event Fund.

The ACTPS is a values-based organisation where all employees are expected to embody the prescribed core values of respect, integrity, collaboration and innovation as well as the related signature behaviours.

POSITION OVERVIEW

Reporting to the Site Manager or their delegate, the Site Crew Coordinator position will lead and coordinate a team of crew staff to deliver the physical aspects of event bump in, event delivery and event bump out. This is a hands-on role responsible for overseeing crew operations, ensuring safe work practices, and supporting the Events ACT Event Delivery team in a fast-paced, greenfield event environment, while operating under the direction of Event Delivery staff (namely the Event Manager and Operations Lead). The Site Crew Coordinator is required to hold and maintain a current forklift licence (at a minimum) for the duration of their appointment in this role and may be required to operate forklifts as part of site and event operations.

WHAT YOU WILL DO

- Supervise, coordinate and provide direction to Site Crew to ensure efficient and safe delivery

of event infrastructure and site operations, in line with daily operational priorities and event delivery schedules.

- Coordinate and undertake warehouse and logistics operations, including inventory control, stocktakes, asset tracking, picking and packing event materials, preparing equipment for deployment, and ensuring the accurate return and storage of event assets following event delivery.
- Undertake physical tasks and work alongside Site Crew, demonstrating capability in manual labour within a fast-paced event environment;
- Plan and allocate daily tasks based on direction from the event Operations Manager or Lead, monitor progress and adjust priorities in response to operational requirements and event timelines;
- Oversee and participate in a range of event operational requirements, including but not limited to, moving furniture and equipment, installing and removing signage, installing and removing branded fencing mesh, moving crowd control barriers, site tidy up, transporting materials to and from storage locations to event sites, and other site dressing and maintenance tasks, as directed;
- Operate a forklift and, where appropriately licensed and trained, other mobile plant (elevated work platform, large trucks, all-terrain vehicle etc.), and ensure Site Crew safely use equipment, tools and plant in accordance with training, licences and safe work procedures.
- Ensure event equipment, assets and materials are maintained, stored and handled appropriately, reporting damage, loss or stock discrepancies as required.
- Lead the implementation and monitoring of Workplace Health and Safety (WHS) and risk mitigation requirements on event sites, ensuring compliance with WHS legislation.
- Perform and coordinate event day operational roles as rostered, with particular emphasis on worker and patron safety, and in accordance with event operational plans and Events ACT's Standard Operating Procedures (SOP's);
- Utilise and oversee the effective use of 2-way radio communications across site crew operations, always ensuring clear communication;
- Work efficiently, taking initiative and communicating progress, issues and resource requirements in accordance with direction from the Operations Lead regularly throughout the shift, while responding to operational direction and changing priorities;
- Support emergency response procedures, including acting as a warden if required.
- Provide on-the-job guidance and support to Site Crew, fostering a collaborative and productive team environment and maintaining Events ACT standards and expectations.
- Other duties and tasks as required;
- This position will involve work outside of normal business hours including late nights, early mornings, weekends and public holidays.

WHAT YOU REQUIRE

The following capabilities form the criteria that are required to perform the duties and responsibilities of the position.

Professional / Technical Skills and Knowledge

- Previous experience leading and coordinating small operational teams in the delivery of large events and/or functions.
- Physical fitness and demonstrated capability to undertake manual labour and hands-on operational tasks.
- Demonstrated experience operating forklifts and/or mobile plant in an operational environment.
- Demonstrated commitment to workplace safety and risk management including demonstrated ability to promote and enforce a safe work environment.

Behavioural Capabilities

- Strong leadership, communication and interpersonal skills.
- Ability to take direction, make decisions under pressure and adapt quickly when priorities change.
- Strong organisational skills with the ability to plan, prioritise and coordinate work tasks across the Site Crew, in line with operational direction and work schedules.
- Ability to take initiative, work independently and as part of a team.

Applications should include

- Current resume/CV.
- A maximum 1-page pitch addressing the above criteria (what you require)
- Copies of relevant licences/qualifications (required and desirable)

QUALIFICATIONS/ REQUIREMENTS

- C Class Driver's License (essential).
- Current High Risk Work Licence – Forklift (LF) (essential and must be maintained for the duration of appointment).
- Elevated Work Platform or Boom Lift license (desirable).
- White card (essential).
- Working with vulnerable people card
- Working at heights, asbestos awareness certificates or other competency

qualifications relevant to the construction industry, or ability to obtain (desirable)

- This role is hands-on and includes manual handling tasks requiring a good level of physical fitness.
- This role is required to perform regular after-hours, public holidays and weekend work in support of booked events.

Further information on working at CMTEDD can be found at:

http://www.jobs.act.gov.au/_data/assets/pdf_file/0010/839467/Working-in-CMTEDD.pdf

WORK ENVIRONMENT DESCRIPTION

The following work environment description outlines the inherent requirements of the role and indicates how frequently each of these requirements would be performed. Please note that CMTEDD is committed to providing reasonable adjustment and ensuring all individuals have equal opportunities in the workplace.

ADMINISTRATIVE	FREQUENCY
Telephone use	Occasionally
General computer use	Occasionally
Extensive keying/data entry	Never
Graphical/analytical based	Never
Sitting at a desk	Occasionally
Standing for long periods	Frequently
Designated workstation	Never

STANDARD HOURS	FREQUENCY
Flexible working hours (access to flex time)	Never
Fixed or specified start/finish times	Frequently
Access to Accrued Days Off (ADO's)	Never
Peaks and troughs	Frequently
Frequent overtime	Occasionally
Rostered shift work	Frequently

SOCIAL DEMANDS	FREQUENCY
Work with others towards shared goals in a team environment	Frequently
Work in isolation from other staff (remote supervision)	Occasionally
Working in a call center environment	Never
Working directly with the public	Frequently

PHYSICAL DEMANDS	FREQUENCY
Distance walking (large buildings or inter-building transit)	Frequently
Working outdoors	Frequently

MANUAL HANDLING	FREQUENCY
Lifting 0 – 5kg	Frequently
Lifting 5 – 10kg	Frequently
Lifting 10kg+ (using appropriate manual handling techniques and mechanical aids where required)	Frequently
Climbing	Occasionally
Reaching	Occasionally
Bending/squatting	Occasionally
Push/pull	Occasionally
Sequential repetitive movements in a short amount of time	Occasionally

TRAVEL	FREQUENCY
Frequent travel – multiple work sites	Occasionally
Frequent travel – driving	Occasionally
Frequent travel – interstate	Never

SPECIFIC HAZARDS	FREQUENCY
Working at heights	Occasionally
Exposure to extreme temperatures	Frequently
Operation of heavy machinery e.g. forklift	Frequently
Confined spaces	Never
Excessive noise	Occasionally
Low lighting	Frequently
Handling of dangerous goods/equipment	Occasionally
Working with asbestos	Never
Potential to encounter agitated customers	Occasionally
Exposure to potentially distressing case material	Never

OTHER	FREQUENCY
Uniform required	Frequently
Personal Protective Equipment (PPE) required	Frequently