



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 and Event
Delivery Support Staff

Position Number: Casual, multiple

Classification: ASO3

Location: Canberra City

Security Clearance Required: No

Last Reviewed: July 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

There are two streams of this role;

- The **Site Crew** positions will involve hands on labour to assist the Events ACT Event Delivery Team with the physical aspects of event bump in, delivery and bump out.
- The **Event Delivery Support Staff** positions will involve assisting the Event Delivery Team by undertaking specific roles involved in the delivery of events including Stage Manager, Artist Liaison, Roving Support, Volunteer Coordinator and Site Office Coordinator.

Applicants are welcome to apply for one or the other or both streams, according to their preference. Applicants should make it clear which stream/s they are applying for and ensure that they address the criteria relevant to that stream in their application.

WHAT YOU WILL DO

Site Crew:

- Undertake physical tasks and be capable of manual labour in a fast paced, greenfield event environment;
- Undertake a range of event operational requirements, including but not limited to moving furniture and equipment, installing signage, hanging fencing scrim, moving crowd control barriers, site clean up, and other site dressing and maintenance tasks;
- Assist with warehouse and logistics operations including loading and unloading vehicles, preparing equipment for deployment, stock handling, asset movements and returning event materials to storage following events.
- Assist with the implementation of Workplace Health and Safety (WHS) and risk mitigation requirements on event sites and operate in accordance with WHS legislation;
- Perform event day operational roles as rostered with particular emphasis on ensuring

- worker and patron safety;
- Utilise 2-way radio appropriately for communications on site.
- Work efficiently, taking initiative and communicating progress to site management regularly throughout the shift;
- Act as an area warden in an emergency environment to support the Emergency Response Team on the event site, including undertaking evacuations, searching for missing persons, guiding emergency vehicles and responding to emergency situations as required.
- Other duties and tasks as required;

Event Delivery Support Staff:

- Undertaking a range of roles vital for successful event delivery in a fast-paced, greenfield event environment, which could include stage management and/or artist liaison, coordination of volunteers and running of the site office.
- Act as an area warden in an emergency environment to support the Emergency Response Team on the event site undertake evacuations, search for missing persons, guide emergency vehicles to incident locations or other actions related to emergency situations.
- Other duties and tasks as required;
- These positions will involve work outside of normal business hours including late nights, early mornings, weekends and public holidays.

Specific tasks within these roles include;

Stage Manager / Artist Liaison/ Roving Support

- Ensuring stages and other programming elements run to time
- Liaising with artists and production staff to ensure technical requirements for performers are met
- Ensuring the stage and green room spaces are kept clean and tidy, and identifying potential WHS hazards
- Assist with on-site movement and facilitation of artists and programming resources

Volunteer Coordinator

- Briefing volunteers on arrival and allocating them to roles according to the roster
- Making adjustments to rostering and volunteer role allocations to respond to site and event requirements
- Maintaining radio contact with volunteers on site and responding to issues as they arise
- Ensuring volunteers check out at the end of the shift, returning any equipment and uniforms before safely leaving the event site

Site Office Coordinator

- Greeting visitors to the site office, ensuring site induction and sign-in procedures are followed and issuing event accreditation as required.
- Receiving deliveries to the site compound
- Undertaking general administrative tasks as required

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 supporting the delivery of large events and/or functions
- Demonstrated capability to undertake manual labour/hands-on operational tasks (for Site Crew position).
- Previous experience with stage management and/or event volunteer coordination and/or event site office or general office administration (for the Event Delivery Support positions).
- Experience and a demonstrated commitment to workplace health and safety.

Behavioural Capabilities

- Excellent communication, customer service and interpersonal skills.
- Willingness to take direction and adapt quickly when priorities change.
- Ability to take initiative, work independently and as part of a team.

QUALIFICATIONS/ REQUIREMENTS

All roles are required to perform regular after-hours, weekend and public holiday work.

For Site Crew:

- C Class Driver's License (essential).
- Working with vulnerable people card (essential)
- Working at heights, asbestos awareness certificates or other competency qualifications relevant to the construction industry, or the ability to obtain them (desirable)
- White Card (desirable).
- This role is hands-on and includes manual handling tasks requiring a good level of physical fitness.

For Event Delivery Support Staff

- C Class Driver's License (desirable).
- Working with vulnerable people card (essential)
- Qualifications (or working towards qualifications) in event management or a related field are desirable.

Applications should include

- Current resume/CV.
- A maximum 1-page pitch outlining relevant experience aligned with the above selection criteria (What you require)

- Applicants should identify which support role(s) they are interested in:
 - Site Crew
 - Stage Manager.
 - Artist Liaison.
 - Roving Support.
 - Volunteer Coordinator.
 - Site Office Coordinator.

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 centre 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+	Frequently
Climbing	Frequently
Reaching	Frequently
Bending/squatting	Frequently
Push/pull	Frequently
Sequential repetitive movements in a short amount of time	Frequently

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
Work around heavy machinery e.g. forklift	Frequently
Confined spaces	Never
Excessive noise	Frequently
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