

## Position Description

<b>Job Title:</b>	Equestrian Event Tablet Operator
<b>Reporting to:</b>	Chief Steward Equestrian Events Manager
<b>Time Commitment:</b>	2 Volunteers per shift Wednesday 21 September to Monday 26 September and 1- 2 October: 8.30am – 1.30pm, 1.30pm to 7pm.

### About the organisation

Melbourne Royal® is a member-based, not-for-profit organisation that promotes the development of agriculture and has been enabling communities to celebrate and showcase their passion since 1848.

The organisation has a long and proud history and its best known event is the Melbourne Royal Show, which showcases and connects food and fibre producers to the community.

Melbourne Royal's vision is to be globally recognised as a seal of excellence, highly valued for:

- Showcasing food and beverage, produce and producers
- Presenting premier events
- Developing and activating vibrant event spaces

Melbourne Royal's five key strategic pillars are Awards and Competitions, Venue (Melbourne Showgrounds), Melbourne Royal Show, People and Sustainability.

### About this role

To assist the Equestrian Team for the Melbourne Royal Horses in Action competition.

### Key responsibilities

- Recording results of equestrian classes on a tablet device
- Helping keep track of exhibitors and class schedules
- General Administrative duties which may include data entry, correspondence etc.
- General runner duties

### Key competencies of the role

- Must be 18 years old and over
- Excellent Computer/Technology skills
- Excellent Communication Skills
- Helpful and friendly demeanour
- Ability to take direction
- Experience/Knowledge about Horses an advantage
- Strong customer service skills together with the ability to deal with a range of people

### Outcomes/ Goals

- The Equestrian Team is satisfied with the assistance provided by the volunteer at the Show.

- High level of volunteer satisfaction

### **Training and Support Plan**

- Online Occupational Health and Safety Induction
- Volunteer Briefing prior to shift
- Ongoing support provided by Volunteer Team Leader

### **Benefits**

- Opportunity to be part of an iconic Australian event
- Industry engagement and networking
- 2 x Show Tickets for each shift worked (one to be used by volunteer for entry on the day they volunteer)
- And other great benefits

### **General Information for Volunteers**

#### **Transport**

- Volunteers will be responsible for their own transportation to the Melbourne Royal Show (Show) and costs associated
- Volunteers will need to decide what is their best travel method to get to the Show on time for their start of their shift

#### **Uniform**

- Volunteers will be supplied with a Volunteer vest upon arrival which will need to be returned at the end of their shift
- Under the vest volunteers will need to wear their own **white or black** long sleeve t-shirt, shirt, jumper or all three depending on the weather and **clean blue or black jeans**
- You will need to wear comfortable, and practical black or brown closed-toe boots for the duration of your shift.
- **Please no branding on your clothes.**

#### **Personal items**

- It is suggested Volunteers bring minimal personal items with them to the Show, some lockers will be available to store volunteers' items at Volunteers' HQ.