

Position Description

Position:	Dunedin Craft Beer and Food Festival Night Manager
Reports to:	Festival Director
Direct reports:	N/A
Indirect reports:	Event Assistants
Volunteers and Interns:	Festival Interns
Location:	Forsyth Barr Stadium; OUSA Offices; Dunedin City Area

Organisation:

The OUSA provides a diverse range of services to its 20,000 student members at the University of Otago. An autonomous body with registered charity status and independence from the University, OUSA offers activities and support to students including:

- A confidential support and welfare advice service, representation and advocacy
- Numerous recreation clubs and societies and the facilities to support these
- A varied events programme
- A student radio station (Radio One)
- An award-winning student magazine (Critic).

The OUSA Executive (the elected student members and governors of the Association) runs campaigns and represents student views to the University and other external bodies.

OUSA's core responsibility is to engage its student members through services, events, representation and communication by way of a relevant, responsible, inclusive and engaging approach.

OUSA is a dynamic environment to work in – no two days are ever the same! We are an inclusive and supportive employer that values input from all staff.

Our Events team run a multitude of events throughout the year, from the nation's largest Orientation week program, the award-winning Dunedin Craft Beer & Food Festival, week-long events such as Art Week, daytime events such as Market Days, and assisting with logistics at other events such as graduation parades.

The Dunedin Craft Beer and Food Festival (DCBFF) is a household favourite within Dunedin and beyond and holds the status of being an industry leader in the Craft Beer and Food event environment within New Zealand. Run over two days, DCBFF opens its gates to 12,000 people showcasing 80 vendors.

Position Purpose:

- Assist our events team in their coordination in the lead-up to the Dunedin Craft Beer and Food Festival.
- Take responsibility for night operations for the DCBFF and provide support to the festival director, site manager and the wider events team.

Areas of Responsibility

Area	Expected Outputs
General Tasks	<ul style="list-style-type: none"> • Assist with the coordination and implementation in the lead-up to the DCBFF • Lead the operations and event assistants or volunteers for any on-site night duties • Coordinate planning & on-site logistics for the night team • Work to a comprehensive event run sheet and schedule • Actively assist and manage the set-up and pack-down within required time constraints for the DCBFF
Health and Safety	<ul style="list-style-type: none"> • Take personal responsibility for engaging in OUSA's no-harm, health and safety culture • Be familiar with the hazard register for the work area that you work in • Communicate to the Departmental manager and colleagues any potential hazards that you identify that are not on the register • Be familiar with the location of first aid kits and qualified first aiders in the Association • Be familiar with and adhere to any health and safety plans • Ensure incident and accident forms are filled out for all incidents and accidents that you are involved in and notify the event lead of these • Be proactive in identifying new health and safety initiatives within the department and the wider OUSA community

Personal Attributes

Working Collaboratively	<ul style="list-style-type: none"> • Ability to build and maintain professional and productive relationships • Ability to relate to a diverse range of people • Excellent written and oral communication skills • Communicates positively with colleagues across the OUSA to ensure a strong collegial culture within OUSA
Organisation	<ul style="list-style-type: none"> • Manages self, resources and workload to meet timelines • Is organised and keeps all files and documents in order • Ability to work independently and as part of the team • Ability to recognise when issues need to be escalated to the Departmental Manager
Change	<ul style="list-style-type: none"> • Is flexible and resilient to meet the ever-changing needs of the OUSA
Problem Solving	<ul style="list-style-type: none"> • Anticipates problems and proactively resolves them in an appropriate manner, escalating issues to the Departmental Manager when appropriate

Qualifications and Experience

- Have experience in managing or leading operations within an events environment or similar
- Must have a full driver's license – special licenses including operating a manual vehicle, class 2 and a forklift would be advantageous
- Proven ability in demonstrating initiative and delegating tasks to staff