

Position Description

Position:	Casual Events Assistant & MC
Reports to:	Reception and Centre Services Coordinator
Direct reports:	N/A
Indirect reports:	N/A
Volunteers and Interns:	
Location:	OUSA, University of Otago, Dunedin

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.

Position Purpose:

Provide assistance to the Clubs and Socs team to ensure the coordination and delivery of the Thursdays at Evison Programme.

Overview of Programme:

Thursdays at Evison run 7pm – 9pm in semester 2 2024.

Thursdays at Evison Lounge offer free events for the students that have a focus on being alcohol-free and offer a safe and inclusive environment for which students can attend, socialize and support in the comfort of the Evison Lounge.

Events held range from open mic/live music nights, quiz nights, film nights and board game evenings.

Areas of Responsibility

Area	Expected Outputs
General Tasks	<ul style="list-style-type: none"> • Assist with the coordination and implementation of events including but not limited to: <ul style="list-style-type: none"> - Working to comprehensive event run sheets and schedules - Assist with the set-up and pack-down of events - Assist with the running of events including but not limited to MCing the events, coordination of the events and reporting back on the events.
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 Departmental Manager 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 • Communicates with a crowd in an approachable and engaging way.
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 • Is flexible and resilient to meet the ever-changing needs of the audience
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

- Working towards a tertiary qualification.
- Have experience in the tertiary environment and a good knowledge of the campus.
- Experience in MC or talking to crowds is preferred.