

Position Description



EV Expo Site Manager

Renew's EV Expo is Australia's largest gathering of electric cars, bikes, motorbikes, scooters, skateboards ... and more!

The event offers a unique experience for attendees to test-drive and ride a diverse range of electric vehicles, learn more about the future of electric vehicles in Australia from exhibitors and talk to owners about their experiences driving electric vehicles.

Renew is seeking a Site Manager to organise the logistics leading up to and during the EV Expo, ensuring a smooth-running event for exhibitors, attendees and organisers.

A dynamic organisation in an increasingly high profile and rewarding field.

Position Name:	Site Manager
Employment Basis:	Casual
Number of Hours per Week:	25 hours Flexible leading up to the event and must be at the Expo during bump in and bump out times on Friday 15th March and Saturday 16th March.
Remuneration:	\$38.68 per hour
Reports to:	Renew Events Manager
Supervision:	No direct staff reports but potential volunteers.

Role Description

This position is for Renew's Electric Vehicle Expo 2019. The successful applicant will be responsible for organising set up, handling on-day logistics and packing up of the event.

Specific Duties

Primary responsibilities include:

Electric Vehicle Expo

- Produce site map
- Manage event logistics including venue and site set-up
- Liaise with venue representatives
- Liaise with suppliers, managing times and arranging for marquee set up.
- Coordinate stall-holder and exhibitor placement
- Ensure OHS and insurance processes are in place
- Ensure signage is in place
- Ensure all cones, site set out markings and barriers are in place according to site map
- Manage logistics ensuring a speedy and thorough pack-up
- Document procedures

Required skills and qualifications

- Excellent communication skills
- Excellent project management skills including planning, reporting and time management
- Ability to work independently and as part of a team, in a consultative and inclusive manner