



EVENTS SUPPORT STAFF

Placement Site:	Edmund Rice Institute for Social Justice – Fremantle
Site Description:	The Edmund Rice Institute for Social Justice works to build community commitment and capacity to act and reflect around matters of social justice and human rights. Our centre seeks to promote action and thought that might assist better outcomes for entire societies and for the least fortunate in particular.
Address:	24 High Street, Fremantle WA
Telephone:	(08) 9432 2410
Email Address:	volunteers@erisj.org.au
Website:	www.erisj.org.au
Contact Person:	Volunteer and Internship Coordinator
Time Commitment:	Will vary depending on Event

Position Description

Events support staff will be required to assist the Major Events Coordinator with the organisation and promotion of the events, and on-site support on the day. Duties include assisting with setup and set down, ushering, ticket collection and sales, food and beverage service and general duties. The largest single event is the Just Music Concert to be held on December 7, 2008.

Desirable Skills / Attributes:	Some experience with events work Ability to talk easily to people from all walks of life Be courteous and have an excellent telephone manner Motivation and interest in Social Justice and Human Rights issues Ability to work with minimal direction
Supervision/Support:	Volunteer and Internship coordinator will provide supervision and support as required. This will also be under the direction of the Major Events Coordinator.
Training/Induction:	Volunteer training and induction into the Edmund Rice Institute for Social Justice, Fremantle will be provided.
Fee Structure:	A one-off fee applies for the compulsory training and induction. Please see our website for details of the fee structure.