

## POSITION DESCRIPTION: AVSC OPERATIONS MANAGER

### APPOINTMENT

The Operations Manager is an appointment of the Australian Volleyball Schools Cup Event Commission (AVSC EC) for the duration of the AVSC.

The Operations Manager is required to arrive at the venue on Saturday morning, 6<sup>th</sup> December and depart no sooner than Saturday 13<sup>th</sup>, to meet with event and facility management, to monitor the receipt and dispatch of equipment and to coordinate the installation, set-up, dismantling and packing up of facilities.

### AUTHORITY

The Operations Manager is a senior member of the management team, with primary responsibility for the provision of equipment and playing facilities at the event. The Operations Manager reports to the Tournament Director

### GENERAL RESPONSIBILITIES

The Operations Manager is responsible to ensure:

- a. the security of all equipment from one day before the event until one day after the event;
- b. the necessary equipment and furniture is provided to each venue and playing court, that it is set up and then packed up in an efficient manner at the end of the event;
- c. that playing facilities and equipment are maintained to a high standard throughout the event;
- d. a secure and safe environment is provided for all participants throughout the event.

### SPECIFIC TASKS

The Operations Manager is directly responsible to undertake the following tasks:

- a. receives and checks equipment delivered to each venue prior to the event;
- b. supervises the installation of Taraflex or other flooring to designated venues;
- c. supervises the distribution and layout of furniture used for event registration, result display and competition matches;
- d. supervises the initial set-up of all field of play equipment;
- e. attend the Technical Meeting and answer any facility/equipment related queries;
- f. supervise the display of banners following the opening ceremony and their removal prior to or immediately following the closing ceremony;
- g. ensure net heights are correctly set prior to the start of each days competition;
- h. monitor equipment and facilities throughout the competition and arrange maintenance;
- i. supervise the set-up and dismantling of ceremony staging for the opening and closing ceremonies;
- j. regularly monitor the playing facilities to ensure safety of participants and spectators is not compromised;
- k. ensure the lanyard/sash for identifying the Adult on Duty at each court remains on the court at the beginning and end of the day;
- l. monitor the provision of first aid and sports trainer services if required in the field of play;
- m. Coordinate and supervise the dismantling, packing and dispatch of all equipment, furniture, tournament office setup and flooring at the completion of the event;
- n. contribute to the efficient presentation of the event in any other manner as required by the Tournament Director
- o. produce an end of event report by 1<sup>st</sup> February 2009.

## CANDIDATES

We are looking for someone within the Australian volleyball community who has experience running state league competitions and/or multi-venue volleyball competitions.

The successful candidate will be enthusiastic, keen to contribute to the successful running of Volleyball Australia's marquee participation event and will be well supported during the week of the event.

## BENEFITS

As a member of the senior management group at AVSC, the Operations Manager receives the following:

- Honorarium of \$630
- Flights to and from Melbourne
- Accommodation for 7 nights in Albert Park
- All ground transportation
- Thank you function on the final night
- Event uniform to wear during the week

## EXPRESSIONS OF INTEREST

Please contact Michelle Slack-Smith at Volleyball Australia at [events@avf.org.au](mailto:events@avf.org.au) if you meet the above criteria.

Expressions of interest for this position should reach Michelle by 1<sup>st</sup> August, with the confirmation of this position before 31<sup>st</sup> August 2008.



**Michelle Slack-Smith**

Competitions & Events Manager  
Volleyball Australia

2008 AVSC Tournament Director  
[www.avf.org.au/AVSC](http://www.avf.org.au/AVSC)

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