**Open Day - Venue Manager Role Description**

**The Day:**  UWA Open Day held on **Sunday 13th August 2017**

**Managers need:**  Enthusiasm, punctuality, friendly outgoing disposition and high level organisational skills

**Position Type:**  Voluntary, although Co-op Voucher as a token of appreciation

Those assisting with one session will be required to also assist the coordinator.

**Time commitment:**  Venue Managers will be notified of their roster for Open Day at the training session. Please check your roster in your pack for details for shift and venue to be managed. Please ensure you arrive ready to start at the rostered time on Open Day.

**Scope of role:**  *Venue Managers are required to:*

- Attend allocated training session
- Read all material contained in the training pack before Open Day
- Wear allocated Open Day T-Shirt and name badge
- Report to the Volunteer Attendance Point at the required time on UWA Open Day on Sunday 13th August 2017
- Proceed to allocated venue
- Ensure signage is set up and packed away for venue as appropriate
- Ensure each presenter runs to schedule
- Ensure that the recording device on the lecturn is activated
- Complete Venue Manager evaluation after each session
- Keep a record of numbers attending each session
- Contact the relevant person in the event of a problem (eg Volunteer Coordinator, Security, AV support)
- Act as a positive ambassador for UWA

**Recognition:**  Venue Managers will receive a Co-op Bookshop voucher and a letter of gratitude from the University for their contribution to Open Day in 2017.