

Charnwood: Leicestershire Scout and Guide International Camp

Role Description Facilities: Entertainment and Arena Team Member

Role Purpose: To Provide Main staging facilities for the Event

Appointed by: Entertainment and Arena Team Leader in conjunction with Facilities Team Managers

Responsible to: Facilities Entertainment and Arena Team Leader

Responsible for: Arena & Entertainment Side of the event, Including Main Stage, Main Arena, Sub Stages, Cinemas and related

Main Contacts: Facilities Entertainment and Arena Team Leader, FAC E&A Staging Co-Ordinator, FAC E&A Ancillaries Technical Co-ordinator, FAC E&A Venue Team Leader, Entertainments and Ceremony Team Leaders.

External Contacts: Performance Acts, Suppliers

Key Tasks:

- Contribute fully as a member of the Facilities Entertainment and Arena Team in planning and delivering the event.
- Work as part of the team to complete the following tasks as required
 - Build Phase
 - Build Main Stage
 - Setup & Tech the Technical Side of CDC; Sound, Lights, Video.
 - Ensure Any Rehearsals and Pre-Production is completed
 - Operations Phase
 - Support the Day Time Arena (CDC) Programme
 - Support/Run Evening Arena (CDC) Programme
 - Support the Arena & Technical Sides of the event
 - Strip Phase
 - Work with the team to strip site and hand back to the owners by the agreed date.

Skills: able to;

- Use modern technology, especially email, to carry out a range of tasks
- Contribute to the strategic planning and communicate the implementation of the event objectives
- Commit time to successfully fulfil the role, including weekends, evenings and mid-week meetings

Including responsible for the following event policy(s);

None identified at this time (October 2017)