

Charnwood: Leicestershire Scout and Guide International Camp

Role Description Facilities: Entertainment and Arena Team | Senior Steward

Role Purpose: Stewarding within the Main Structure 'CDC' on a day to day basis during the event

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

Responsible to: Facilities Entertainment and Arena Team; Head Steward

Responsible for: Day to Day Stewarding of the Main Structure 'CDC'; as a Front of House Space & Staging Area

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, FAC Ents & Arena Head Steward, Entertainments and Ceremony Team Leaders, Health & Welfare Team.

External Contacts: N/a.

Key Tasks:

- Contribute fully as a member of the Facilities Entertainment and Arena Team in planning and delivering the event.
- To Ensure any required Paperwork is Produced; indirectly or directly.
- To ensure the CDC is a safe area for all participants and adults at Charnwood 2019.

Operations Phase

- To manage and assist several stewards for an area as per required.
- Directing participants in and around CDC
- To aid participants, if required, with specific access requirements.
- Dealing effectively with audience related enquiries
- Using a radio for operational communication with other team members
- To stand/sit inside/outside the CDC during the performance as required
- Ensure the cleanliness of the CDC and surrounding area, prior to, during and after performances is of a high standard
- To be vigilant at all times, with regard to the safety and security of participants, staff, colleagues, performers and yourself and to alert the Head Steward of any problems quickly and clearly. To deal with any issues received from stewards in an effective manor and escalate to Head Steward or CDC Team leader.
- Assisting with any arising issues and, if necessary, a safe evacuation of the CDC as directed by Head Steward or CDC Team Leader
- To assist in maintaining the general appearance and tidiness of all the areas throughout the day
- To have a good knowledge of procedures relevant to the CDC
- To attend Team Briefings as and when required.
- To be available for Shifts approx. 5pm – 11.30pm Daily
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- 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
- · Communicate effectively orally and in writing
- · 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 (September 2018)