

Charnwood: Leicestershire Scout and Guide International Camp

Role Description Facilities: Entertainment and Arena Team | 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, , FAC Ents & Arena Senior Stewards, 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 the CDC is a safe area for all participants and adults at Charnwood 2019.

Operations Phase

- 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 Senior Steward of any problems quickly and clearly
- Assisting with any arising issues and, if necessary, assist a safe evacuation of the CDC as directed by Head Steward.
- 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. 6pm – 11.30pm Daily

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)