

# **Commonwealth Fencing Championships 2010**

## **Position Description:** ***Administration Director***

***Commonwealth Fencing Championships, Open***  
***Commonwealth Fencing Championships, Veterans***

***Melbourne 29 September to 5 October 2010***

The Administration Director shall recruit and head a team of volunteers to deliver services as specified below. The position is that of a contractor for a fixed delivery itemised below with an agreed fixed fee detailed in the schedule below. The outcomes specified in this agreement are to be delivered between 1 May 2010 and 6 October 2010. The Administration Director reports to the Event Director.

- **Pre-event and commencing 1 May 2010 to:**
  - **Develop Staffing Strategy & Schedules** – work with all functional directors per the Operational Plan including (full functional listing to be developed in OP)
    - Technical Operations
    - Directoire Technique
    - Athlete and delegation services
    - Sport Presentation
    - Equipment Control
    - Ceremonies
    - Field of play manager

And working with them to develop event staffing and training requirement

- **Recruit Volunteers** – Liaise with Fencing Victoria, AFF Inc. and other member Associations and accessing known volunteer database to identify and secure volunteers to meet schedule above

- **Develop Volunteer Package**

Including uniform, training rostering, meals and allowances as determined

- **Develop communication protocols** – with Sport Presentation, FOP, DT, Competition Management, Media Consultant and other functional areas

- **During Event**

Working on site in Melbourne for 7 days to:

- **Produce staff rosters**
- **Co-ordinate Volunteer Training**
- **Provide daily direction to volunteer staff –**
  - Appoint staff to duties
  - Distribute event uniform & meal vouchers
- **Manage petty cash requirements**
  - Including distribution and reconciliation

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- **Manage supplies** – Athlete areas, office/admin areas
  - **Liaise** – with all functional areas to provide smooth administrative support
  - **Organise Daily functional meetings**
  - **Provide admin support to** – DT, Results
  - **Organise/Manage** – Social Events as determined
  - **Manage** – Sport Information & Services Manager
  - **Manage** – identify and appoint supervisor & staff for access control
  - **Manage** – identify and appoint supervisor & staff for merchandise sales
  - **Manage** – identify and appoint supervisor & staff for Ticket Sales
- **Post Event**
    - **Financial** – Reconcile petty cash
    - **Complete Report** – Assist with compilation of all necessary reports as requested by Event Director

## The Person

**You** will be experienced in administration and organisation of people and tasks in an employment position or through volunteer work. **You** will have a proven record of gaining the willing cooperation of others and in working with peers to achieve mutually agreed outcomes. **Your** success in this event will be evidenced by the ability to gather a diverse group of volunteers to meet the roster requirements of the event. To ensure that they are trained to carry out their duties, that they are respected and that they enjoy the experience of involvement in a major sporting event.

**You** will work to outcomes, schedules, and the pressures of a major event and not to the clock. **You** will describe a history of reacting to contingencies in a controlled manner and adapting to situations as they arise. **You** will be able to provide referees to illustrate your successes.

**You enjoy a challenge and you will be challenged.**

## Schedule of Fees:

**The contract fee** for the outcomes specified above is quoted at:

**Fee: \$750 inclusive of GST** to be invoiced on 6 October 2010 by a tax invoice issued by a registered entity

## Benefits provided:

**Clothing:** Event clothing

**Meals:** Daily during competition



### *An overview of the events*

The **Commonwealth Fencing Championships, and the Commonwealth Veteran Fencing Championships 2010** will be conducted in Melbourne, Victoria from 29 September to 5 October 2010.

The Australian Fencing Federation and Fencing Victoria will be hosting the Open Commonwealth Fencing Championships & the Commonwealth Veteran Championships concurrently. This is the first time that the events have been held together and it offers a unique opportunity for all the senior fencers of the Commonwealth to meet together in competition and celebration.

The event will be held at the home of Fencing Victoria in their dedicated facility, the **State Fencing Centre**, 204-206 Arden Street, North Melbourne.