

# Volunteer Role Outline

## Events and Activations (E&A) Organising Team (OT) Member

### Goals of O-Week and Arc@UNSW

Arc is your student organisation at UNSW. Our mission is to create the best student experience through Clubs, Sport, Volunteering, Events, Wellness, Help and heaps more. We are run by students, for students, and are 'that' mate at uni, who knows all about what's happening, where, when and why you should care.

Yellow Shirts is the longest running volunteer program at Arc! The program is about creating a welcoming and memorable first experience for students during the first week on campus: O-Week. From friendly volunteers and endless tips and tricks, to heaps of engaging events, the Yellow Shirts are there to make sure each student knows just how much university can give them. With a focus on building connection to campus and each other, these volunteers are vital in orienting students and setting them up for success.

The Organising Team, together with the Yellow Shirts Coordinator, organise and manage all aspects of the Yellow Shirts program from recruiting and training volunteers to organising and managing events during O-Week itself. Across their term, the Organising Team work with each other and Arc staff to manage their team of 200 strong volunteers and carry out their vision to better their portfolio and the program more holistically. Of all the Yellow Shirt volunteer positions, the Organising Team dedicate the most time and effort, gaining countless skills, invaluable experience, and have so much to be proud of by the conclusion of their role.

### Role of this portfolio

#### Introduction:

Events & Activations (E&A) is responsible for working with Arc's Venues and Events team to create O-Week's nightlife and musical acts, as well as all day and night staging and production requirements. It works closely with Roundhouse staff to book and run events, like the party and comedy night, and runs daytime entertainment such as bands. They are also responsible for bringing in popular activations for each day of O-Week. A big focus of O-Week 2026 will be reinvigorating daytime events with activations that are creative and innovative compared to previous years.

#### Purpose:

E&A's most visible job is the big events, which it organises from early ideas and themes through to helping Roundhouse staff at the event. It books acts and, with the Roundhouse staff, makes sure their requirements are met. If on-campus ticket sales are required, E&A organises them too. It finds entertainment for daytime activations that are both large scale and involve external coordination. These are all done with the purpose of providing new students with mediums of which they can meet and make new friends.

#### Aims:

E&A is charged with creating events that a range of new students will enjoy. For many of them, major O-Week night events are the first time they see the magnitude of campus life for students, and moving forward the portfolio will have to find new ways to create this for students, increasing the accessibility and popularity. During the day, the large scale activations that the E&A OT will be responsible for will be a largely salient part of O-Week, and are aimed at creating opportunities of which students can have fun, make memories and meet new friends.

Before O-Week, E&A is responsible for Yellow Shirts camp entertainment, which includes Friday and Saturday night activities. Events & Activities will work closely with the Wellbeing, Culture & Community (WCC) OT to schedule the nights at camp.

## Specific tasks and responsibilities

**N.B.** This role would ideally have availability to be in the office and liaise in-person with the Roundhouse.

| July | August  | Sept  | Oct  | Nov | Dec   | Jan  | Feb  |
|------|---|---|--|-----|---|--|--|
| N/A  | <i>By the end of August</i> <ul style="list-style-type: none"> <li>Plan the overall structure of entertainment events to be held during O-Week, including where and when each event should be held.</li> <li>Have an idea of the Activations that will be planned for O-Week</li> </ul> | <i>By end of September</i> <ul style="list-style-type: none"> <li>Plan and lead entertainment for SLOT Camp.</li> </ul> | <i>By end of October</i> <ul style="list-style-type: none"> <li>Research &amp; decide Activations for each day of O-Week, including contingencies for wet-weather or other extremes</li> <li>Research and create an O-Week entertainment program that attracts a diverse range of students, makes them feel comfortable, and highlights the Roundhouse.</li> </ul> <p>In particular:</p> <ul style="list-style-type: none"> <li>Large-scale daytime/afternoon events, such as a twilight carnival;</li> <li>All-ages events;</li> <li>Smaller-scale daytime entertainment.</li> <li>Research ways to cater to students of all ages during night events.</li> <li>With the Transformation OT, research and establish online contingency and remote participation options for some O-Week Events.</li> </ul> | N/A | <i>By the end of December</i> <ul style="list-style-type: none"> <li>With Roundhouse staff, book acts for entertainment activities and find out their requirements.</li> <li>Give promotional information on booked acts to the Marketing OT.</li> <li>In collaboration with R&amp;D, devise the social squad event line-up for O-Week 2026.</li> <li>Prepare information packs for each squad event and allocate events to SLs.</li> </ul> | <i>By mid-January</i> <ul style="list-style-type: none"> <li>Plan and lead the entertainment for Yellow Shirt Camp.</li> <li>Walkthrough with providers and UNSW Estate Management, creating plan for all Activations set up and run throughout the day</li> <li>Help establish site locations for all activations</li> </ul> <p><i>By end of January</i></p> <ul style="list-style-type: none"> <li>Write run-sheets for each entertainment event to be held during O-Week.</li> <li>With both the Marketing and R&amp;D OT, receive, review, and revise all SSE promotional material for proper promotion by Marketing.</li> </ul> | <p><i>Immediately prior to O-Week</i></p> <ul style="list-style-type: none"> <li>Assist R&amp;D OT with preparing storage spaces around the campus for materials which will be used for squad events.</li> </ul> <p><b>O-Week</b></p> <ul style="list-style-type: none"> <li>Help with the bump-in and set-up of Activations</li> <li>Liaise, set-up and coordinate the running of Night Events throughout O-Week</li> <li>Be on-hand to address any issues that may come in the set-up or running of Night Events during O-Week.</li> </ul> |

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|  |  |  | <ul style="list-style-type: none"><li>• Contact performers and entertainment agents, seeking prices and offers.</li><li>• Liaise closely with the Arc Venues and Events Manager.</li></ul> |  |  |  |  |
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### *Throughout the program*

- Liaise with Arc Clubs to generate ideas for events and acquire resources.
- Work with the Activities OT to ensure O-Week events are consistent and that there is a smooth transition from day to night events.
- Assess and manage risk for all activities, including writing risk assessments, creating controls, and managing risk during the activities themselves.
- Coordinate storage space for squad event materials.
- Source, buy and build all materials required for squad events and organise into a storage layout that is easy for volunteers to understand and access.
- Run on-campus ticket sales for any events that require it.
- With Arc Marketing and Roundhouse staff, decorate the Roundhouse as appropriate for events.
- During the night events, help Roundhouse staff and acts if needed.
- With Arc Clubs, ensure that the clubs have the maximum use of the Roundhouse possible without interfering with acts.
- Take care of equipment for O-Week Day entertainment spaces, and find stage managers if needed.
- During O-Week, act as on-site contact for both volunteers and activation-related externals, managing questions or problems as they occur.
- Set engagement targets and track event participation throughout the week.

## **General Tasks and Responsibilities**

***These are common to all Organising Team members.***

- Actively contribute to program-wide activities including, but not limited to:
  - Aiding in recruitment and selection of volunteers
  - Writing and facilitating several central volunteer training sessions
- Prepare a detailed budget and create a project plan across multiple complex projects, with achievable goals.
- Communicate effectively on deliverables, deadlines, progress, and barriers regularly both within the program (to the Yellow Shirts coordinator, other Organising Team members and Squad Leaders) and outside of the program (to UNSW stakeholders, and multiple Arc staff across departments).
- Champion Arc values, as well as principles of equity, diversity and inclusion.
- Create and adhere to long-term plans, with the ability to problem solve to allow for last-minute changes.
- Manage, mentor, and support your trio of Squad Leaders to ensure they achieve both professional and personal goals.
- Maintain professional relationships internally and externally, representing both Arc and the Yellow Shirts program.
- Assist other Organising Team members with their projects and workloads.
- Report on progress and key deliverables throughout your term, writing a detailed handover at the conclusion of your experience.

## **Selection Criteria**

*Each item here describes a skill or trait that is useful for the role. We're looking for these skills and traits in candidates.*

- Able to plan long-term. Adept at managing time and competing tasks.
- Creative and innovative.
- Aware of current trends in music and entertainment.
- Flexible in unstable circumstances.
- Thorough and attentive to detail, with good logistical skills.
- Effective communicator. Able to generate hype and excitement.

*It is not the intention of the role description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. **Positions offered are subject to change in accordance with applicant's skills and motivations, or changing circumstances.***