



## ROLE DESCRIPTION

<b>Position Title</b>	Match Day Set Up/Tear Down
<b>Reports To</b>	CEO
<b>Effective Date</b>	November 2020

### Key objective:

To set up and tear down Unley Oval and facilities for match days

### Match Day Responsibilities

- Turn parking signage Friday before game
- Unlock & lock coaches boxes
  - Ensure clean & tidy
  - Empty bins
  - Spray deodorizer
  - Ensure water & cups available
- Set up PA System & Scoreboard
- Set up corporate box area in McKay Stand
  - Set cushions
  - Install rink chain
- Shut & open gates to oval
- Set up crowd barriers at main entrance (Trimmer Terrace) & merchandise store
- Set up & tear down perimeter, grandstand, dugout, players race, canteen, oval, grandstand signage & flags
- Set up media deck in Oatey Stand
- Set up Statewide Super Tents (x2) on Northern side of oval
- Set up Junior Cheer Squad streamers on Northern side of oval
- Set up Cambridge Room
  - Turn on screens – foyer & bar
  - Set up digital pass on TV's – Cambridge Room
  - Ensure toilets are clean & restocked
  - Install Sturt Football Club signage & A Frame outside EFM gym
- Set up & tear down Sponsor/Vice President half time function on Mezzanine
  - Turn on intercom
  - Stock bar
  - Set out food (half time)
- Set up ticket & gate staff
  - Charge scanners (day before)
  - Float
- Set cleaning buckets at both grandstand entrances

- Set up merchandise stand
  - Float
- Liaise with club's venue manager as to match day catering and third-party vendors and if any assistance required
- Liaise with club's Business Development Officer as to match day activities and any set up requirements
- Liaise with Scouts as to rubbish removal
  - Line all bins at end of day for next game
- Liaise with Ch7 broadcast staff, where applicable
- Liaise with emergency services, where applicable
- Clean change rooms, where applicable
  - At end of game dispose of all rubbish in change rooms
- Report to CEO issues that require club intervention
- Conduct any other activities associated with the match day operations

<b>Physical demands &amp; working conditions</b>
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- Heavy lifting
- Inclement weather conditions
- Long hours

<b>Benefits</b>
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- End of season volunteer function
- Club polo