

Communications Coordinator

Job Title: Communications Coordinator

Reporting to: Operations Manager

Brief summary: The Communications Coordinator is responsible for planning and managing communication systems for the event. This includes the set up and management of communications equipment such as two-way radios and PA systems.

Key tasks & responsibilities checklist

Pre-event

Completed (✓)

Liaise with the Operations Manager to determine two-way radio and PA requirements

Develop the event day plan and pre-event action plan for Communications

Plan the lay-out and position of the Communications desk and location of the PA System

Familiarise themselves with the Venue Emergency Response Plan

Event day

Brief announcer at start of day

Train team members on use of two-way radios and protocol.

Set up and manage systems to track the distribution and collection of all radios

Set up the PA System and communication desk

Check in with volunteers throughout the day, rotate positions if necessary

Monitor radio communication. Report important issues to the Operation Manager

Collect all two-way radios, take down PA system

Make sure areas being used are returned to their original state

Ensure all equipment is returned in working order. Advise Operations Manager of any damaged or lost equipment.

Thank volunteers and gain any feedback from their experience and pass same onto the Operations Manager.