

Staging Coordinator

Job Title: Staging Coordinator

Supported By: Competition Manager

Brief summary: The Staging Coordinator is responsible for planning, coordinating and managing competition staging at the event. He/she will ensure that there is a smooth flow of athletes to and from the staging area which will help ensure that the event runs to the agreed schedule.

Key tasks & responsibilities checklist

Pre-event

Completed (✓)

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|---|--------------------------|
| Confirm Staging volunteer requirements and forward the request to Volunteer Services Coordinator | <input type="checkbox"/> |
| Develop the event day plan and pre-event action plan for Staging | <input type="checkbox"/> |
| Assess all Staging Fittings, Furniture & Equipment(FF&E) needs (e.g. chairs, tables etc.) and any other supply needs. Forward the request to the Logistics & Signage Coordinator. | <input type="checkbox"/> |
| Design the layout and location of the staging area | <input type="checkbox"/> |

Event day

- | | |
|---|--------------------------|
| Brief all Staging volunteers at start of day | <input type="checkbox"/> |
| Oversee the set-up of the staging area | <input type="checkbox"/> |
| Assign volunteers to their roles and positions | <input type="checkbox"/> |
| Ensure Staging runs on schedule throughout the day | <input type="checkbox"/> |
| Rotate volunteer positions as necessary | <input type="checkbox"/> |
| Report important issues to the Competition Manager | <input type="checkbox"/> |
| Oversee the clear out of the Staging area and ensure it is returned to its original state | <input type="checkbox"/> |
| Debrief volunteers at end of day | <input type="checkbox"/> |

Post-event

- | | |
|---|--------------------------|
| Attend post event wrap-up meeting if required | <input type="checkbox"/> |
| Complete evaluation of Staging and forward to the Competition Manager | <input type="checkbox"/> |