



NIGHTJAR FESTIVAL POSITION DESCRIPTION

Title: Senior Gate Person
Contract: Casual
Reports to: Finance and Administration Manager
Positions reporting: Gate crew

JOB DESCRIPTION

Manage the gate area, inclusive of but not limited to cash flow, staff, recording, monitoring and reporting of patrons entering and leaving the festival.

RESPONSIBILITIES

- Collect radio and high vis vest from sign-on area
- Collection of floats from finance manager
- Collect stamps and clickers from sign on area
- Ensure staff have arrived, and are aware of their roles
- Monitor cash float to ensure change for patrons is available
- Ensure all cash is secure
- Maintain a clear workspace throughout the event.
- Report to the Finance and Administration Manager for any change that is required
- Ensure all breaks are allocated to staff as required
- Ensure your area is cleared and equipment returned to the sign in area
- Monitor the gate with one Gate Crew member until all cash has been cleared by security and the gate deemed closed for the evening
- Ensure all staff have arrived and signed in and off for the event at the sign on area

EXPERIENCE

- Must have previous retail experience especially in cash handling
- Previous experience in staff management would be desirable
- Strong customer focus
- Attention Detail
- Bright, friendly and welcoming personality
- Ability to think proactively as required
- Strong communication skills
- A can do attitude with ownership to the role.