Indigenous Business, Enterprise and Corporations (IBEC) Conference

Monday 1 & Tuesday 2 December 2014

Centre for Social Impact, Business School
The University of Western Australia

IBEC Conference Casual Work


We are expecting more than 350 delegates attending this exciting conference, bringing together Indigenous business leaders, corporate representatives, leading academics and policy makers to talk about new opportunities for Indigenous people and communities being created by the rapidly expanding Indigenous business, enterprise and corporations sector.

The conference sessions will be run concurrently over 10 venues in the Business School. We require staff to help over the two days.

Tasks include:

- Meeting presenters, assisting them with computer resources, uploading and checking their presentations are working properly
- Assist with roaming microphone with audience
- Direct delegates into sessions after registration, morning tea, lunch and afternoon tea
- Meeting the media and taking them to the media room
- Setting up and packing up stalls, banners, signage, tables, chairs etc.
- Check venues are cleaned, set-up correctly, audio visual are in working order
- Assist with registration, handing out delegate bags
- General runners
- Other duties as directed

We are seeking suitable people with varying skills:

- Confidence in IT especially use of PowerPoint
- Client focussed and a commitment to presenting a professional image of the conference and Business School
- Experience working in large events
- Familiarity with the layout of the Business School
- Use of initiative and ability to think on their feet
- Hard working

You must be available for a compulsory 1 hour training session on Wednesday 26 November from 11am to 12pm.

Remuneration is $28.46 per hour (inclusive of casual loading).

Please email your Expression of Interest and your Resume by Monday 10 November to margaret.ritchie@uwa.edu.au

Please contact Mags Ritchie on 6488 5691 if you require further information.