



CONNOR'S ERG CHALLENGE: Wednesday 13 February 2019

UNIVERSITY EVENT MANAGER (Volunteer Position)

Role Description

ABOUT US

Inspired by a big heart and brain, the Robert Connor Dawes Foundation was created in June 2013 in the memory of Robert 'Connor' Dawes. We are battling pediatric brain tumors and supporting brain matters in the areas of research, care and development – to fund the science to end brain cancer and support patients in the meantime in both the US and Australia.

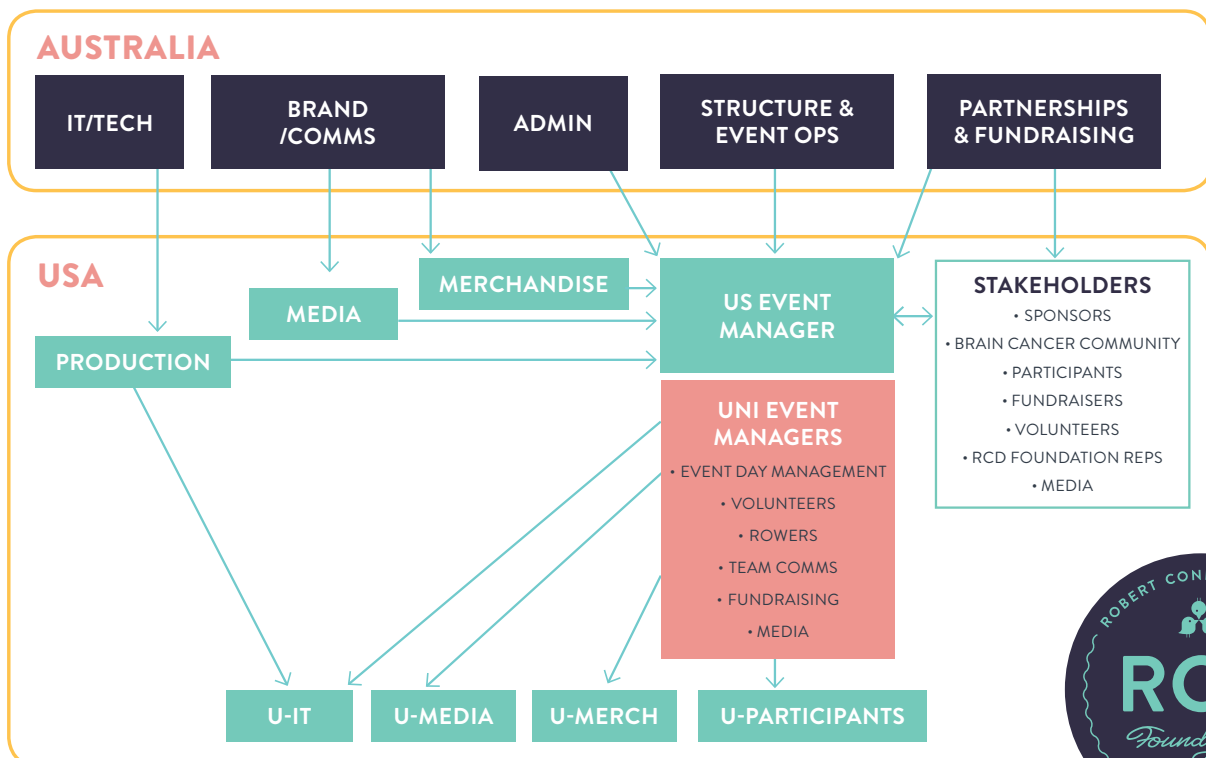
ABOUT THE ROLE

We have an exciting opportunity for a passionate and collaborative student looking to gain invaluable experience within a global pediatric brain cancer charity. As the University Event Manager (UEM), you will manage all components of the Connor's Erg Challenge at your university, whether it be directly or through enlisting the support of others to deliver on key roles such as venue, entertainment, IT, communication and fundraising. The UEM will be the main point of contact for the Robert Connor Dawes Foundation US Event Manager.

TIME COMMITMENT

Each University Event Manager will need to commit approximately 3 hours a week to the project between the end of 2018 and the event with a spike in time required during the week of the event, which is being held on Wednesday 13 February 2019.

2019 CONNOR'S ERG: US / AUSTRALIA COLLABORATION





UNIVERSITY EVENT MANAGER WITH (UEM) - KEY RESPONSIBILITIES:

PRE-EVENT

- **Liaison** with US Event Manager & other UEMs about plans for the event via a Facebook group.
- **Enlist Rowers** to be part of the fun of the Erg Challenge, to row their hearts out, and fundraise for a great cause.
- **Recruit University Volunteers** to manage merchandise, media / comms, talent / entertainment and IT for the event.
- **Communicate** with rowers and volunteers about fundraising and ensure they know the event details.
- **Spread the word** of the event far and wide!
- **Runsheets:** Modify supplied template runsheets (bump-in/out & event day) for your university and circulate before the event
- **Book the venue** and ensure necessary services are compliant (bathrooms, cleaning / waste, power, first aid etc.)
- **Manage equipment and signage** ensuring it is available as required for event day.
- **Plan and manage catering** requirements for participants and stakeholders as required.

EVENT DAY

- **Manage the event** along with the university athlete manager / coach as appropriate
- **Deliver** the following with support from the RCD Foundation and Volunteers:
 - Venue:** Gym, signage, equipment, AV, services
 - Event Ops:** Runsheets, first aid and emergency management
 - Catering:** Food & beverages for athletes, stakeholders & fundraisers
 - Entertainment:** MC, talent, cheer squad, music, RCD reps etc
 - Athlete Management:** Briefings, wrangling
 - Stakeholders:** Ensure all are happy and involved
 - Volunteers:** Oversee key volunteers managing IT, media / comms and merchandise
- Resolve issues**

POST-EVENT ROLE

- **Complete a debrief survey** and discuss event with US Event Manager
- **Share experiences, results and news** via personal social, rowing and university channels. A picture tells a thousand words!
- **Thank your University team**

To apply for this position or for more information, please contact Anna Leach at aleach29@gmail.com or call 414 630 1129.

For more about Connor's Erg Challenge, visit rcdfoundation.org/erg-challenge

