

## Volunteer Position Descriptions

### Master of Ceremonies (MC)

#### Purpose of Role

Delivering a fantastic CVI State Championships occurs with a collaboration of volunteers delivering on their duties and responsibilities relevant to their positions. Critical to supporting the event is the Master of Ceremonies (MC) who supports all participants, coaches, adjudicators and volunteers throughout the competition by providing guidance, direction and transparent communication.

#### Reporting Relationships

CVI State Championships Supervisor

#### Nature of Position

Support all participants, coaches, adjudicators, volunteers and audience members throughout the competition by providing guidance, direction and transparent communication to all competition participants.

#### Duties and Responsibilities

- Be present at venue 30 minutes prior to commencement of each section.
- MC to effectively deliver all facets of role that includes ability to manage the following elements specific to the Besen Centre's MC space:
  - House lights
  - Number Box
  - CD Player
  - Headset for communication with curtain operators, Lighting Technicians and Timers
  - Smoke machine/ alarms
  - Blackouts
  - DLPs

As per guidelines provided at MC station:

- Make all required announcements throughout the section as per guidelines and scripts provided by the CVI State Championships Committee.
- Educate and assist coaches with processes related to responsibilities with any changes to sound levels, curtains, lighting etc.
- Together with Door 3 (Stage Door) volunteer, ensure safe OH&S practices are adhered to in relation to entry and exit of competitors and props.
- Liaise with timers to advise adjudicators re: penalties incurred.
- In case of emergency MC to stop item, drop curtain and liaise with timers.

**Qualifications**

- Online Education Platform – MC
- AASC Inclusive Education Course (optional)

**Practical Experience**

- Experienced MC at local competitions and CVI State Championships.
- Knowledge and understanding of Calisthenics.
- Specific understanding of State Championships MC role and process.
- Demonstrated experience working as MC for Calisthenics events.

**Interpersonal and Communication Skills**

- High degree of competency of oral communication skills.
- Capacity to work independently and as an effective member in the volunteer team.
- High level of interpersonal skills to develop and maintain effective communication with the broad cross section Calisthenic stakeholders.

**Other Skills and Qualities**

- Demonstrated ability to manage multiple tasks.
- Ability to motivate volunteers.
- Ability to maintain confidentiality and identify with the philosophy of the CVI's mission.
- Ability to solve problems and use initiative.