

Corporate Hospitality Assistant: Volunteer Description

Title: Corporate Hospitality Assistant

Area: Event Operations

Report to: Match Operations Coordinator

Primary Role: Responsible for assisting in the management of corporate hospitality operations. Assisting with set up of rooms, greeting and marking off guests and escalating any questions or concerns.

Accreditation: Green Zone, with Concourse Access

Coordinate with:

- Match Day Managers
- Match Operations Coordinator

Key Tasks & Responsibilities

- Assisting to ensure function room is set up prior to event
- Ensuring quality delivery of function
- Completion of any ad-hoc duties required
- Suitable bump out of function room
- Escalate any points of concern to the event operations manager