



# Doveton Show

## Community Engagement - Position Description

<b>Role type</b>	Volunteer
<b>Reports to</b>	Chair
<b>Role Term</b>	April 2024 – April 2025 (In line with the committee charter, all positions require annual re-election)
<b>Communication Lines</b>	Members of the office bearing committee Attendance at committee meetings Administration Support Officer

### Overview of Doveton Show

Doveton Show is a community event organised and run by the Doveton Show Committee as an affordable alternative for the Royal Melbourne Show. Held annually at Myuna Farm, the Doveton Show aims to showcase and support the local community of Doveton and other community groups located in the City of Casey.

The committee is comprised of volunteer members who are elected into positions at the annual AGM. The Doveton Show is an incorporated committee, with elected volunteer members. The committee structure is shown in figure 1 below.

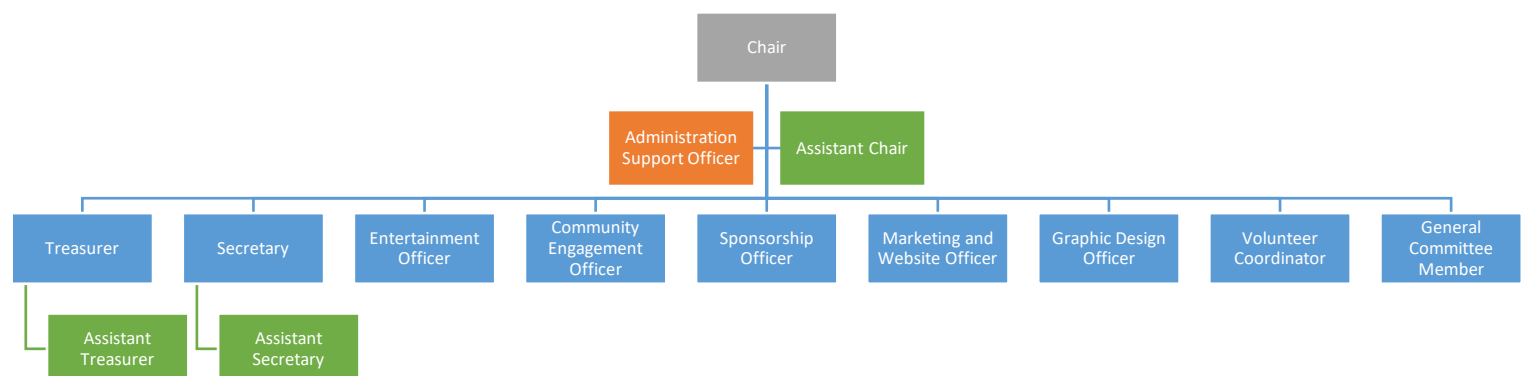


Figure 1. Doveton Show Committee Structure

### Role Objectives

The community engagement role facilitates partnership with local organisations. The role involves planning and facilitating community initiatives, proactively searching out partnerships which support the vision of the Doveton Show. Engagement should be with a wide range of local community clubs and organisations to allow them opportunities to

showcase and promote their group, as well as contribute to the mission statement of the Show in a variety of capacities.

### **Responsibilities**

- Contact community organisations and help identify how they may be involved in the show (stall holders, volunteers etc.)
- Supports activities of the Marketing and website role.
- Proactively engages with community groups from a wide range of demographics, accurately reflecting the broad and diverse local cultures and clubs
- Formulates creative ideas which can be integrated into the planning and execution of show day that are community focused and inclusive

### **Required Skills and Qualifications**

- Community-minded mentality, strong networking abilities
- Strong communication and interpersonal skills
- Aptitude for creative brainstorming and thinking outside the square

### **Preferred Skills and Qualifications**

- Advanced knowledge of Outlook, Teams and Excel