Endeavour Volunteer Role

ENDEAVOUR EXHIBITION: Engineering and IT for the Future

Endeavour is Melbourne School of Engineering’s flagship event held annually in October to showcase the final year master’s student projects within the Engineering and IT departments. The event is expected to attract guests including industry representatives, academia, the wider student body and members of the public.

ROLE DESCRIPTION

As an Endeavour Volunteer, you will be required to assist with pre-event set up and on the on-the-day support of the Endeavour Exhibition. During the Exhibition, volunteers will assist Endeavour Ambassadors at Volunteer HQ and the Exhibition Marquee, as well as support the event’s promotional and marketing activities.

TIME REQUIRED

Volunteers will be required on the following dates, which will be held at the University of Melbourne, Parkville campus. The total time commitment will vary between 5 – 13 hours across the three events below, depending on each Volunteer’s roster and availability.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
<th>Time</th>
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</thead>
<tbody>
<tr>
<td>Volunteer Briefing Sessions*</td>
<td>Tuesday 10 September 2019</td>
<td>1:00pm – 2:00pm</td>
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<td></td>
<td>or</td>
<td>1:30pm - 2:30pm</td>
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<td></td>
<td>Thursday 12 September 2019</td>
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<tr>
<td>Endeavour bump-in (set up)</td>
<td>Wednesday 23 October 2019</td>
<td>9:00am – 12:30pm and/or 12:30pm – 4:00pm</td>
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<tr>
<td>Endeavour Exhibition</td>
<td>Thursday 24 October 2019</td>
<td>9:00am – 12:45pm and/or 12:45pm – 3:30pm</td>
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*All volunteers must participate in one of the two briefing session to be considered for the role of Endeavour Volunteer.

VOLUNTEER BRIEIFING SESSION & SELECTION PROCESS

The purpose of the Volunteer Briefing Session is to provide students with all the information they will need before Endeavour Day and the volunteer roles available. An activity will be held at the end of the session where students will break into smaller groups. This activity will be used as a selection process to determine successful applicants.

After completing the expression of interest, applicants will be sent an email with the link to register for either of the Volunteer Briefing Sessions.
RESPONSIBILITIES
Preferences will be taken into consideration; however, tasks will be allocated based on your abilities as displayed in the Volunteer Briefing Session.

Endeavour Bump-in (set up) – Wednesday 23 October
4 volunteers will be required during a morning and/or afternoon shift to:
- Assist the Endeavour Events Team and Endeavour Student Ambassadors in setting up the Project Student displays in the Exhibition Marquee.

Event Day – Thursday 24 October
All Endeavour Volunteers will be required for the Endeavour Exhibition during a morning and/or afternoon shift. There will be 25 volunteers allocated to each shift to:
- Set up banners, posters and directional signage.
- Engage the public to participate in voting for the People’s Choice Awards.
- Welcome visitors as the first point of contact at the Exhibition Marquee, handing out exhibition collateral and recording attendee numbers with a manual clicker.
- Assisting the Endeavour Ambassador at Volunteer HQ; facilitating the volunteer sign in / out process, bag storage, t-shirt distribution, drinks and snacks distribution.
- Escorting and supporting the University of Melbourne mascot ‘Barry the Bear’ around the Exhibition space and assisting with marketing campaigns and public engagement.
- Wearing the ‘Barry the Bear’ costume.
- Assisting the Endeavour Ambassadors in other duties as required.

Please see below for the schedule of Endeavour:

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Endeavour Exhibition (open to the public)</td>
<td>10:00am – 3:30pm</td>
<td>South Lawn Marquee, UoM Parkville Campus</td>
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<tr>
<td>Break (project students)</td>
<td>3:30pm – 5:30pm</td>
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<tr>
<td>Donor and Industry Viewing</td>
<td>5:30pm – 7:30pm</td>
<td>South Lawn Marquee, UoM Parkville Campus</td>
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<tr>
<td>Endeavour Awards Night</td>
<td>7:30pm – 8:30pm</td>
<td>Wilson Hall, UoM Parkville Campus</td>
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<tr>
<td>Networking Celebration</td>
<td>8:30pm onwards</td>
<td>Wilson Hall, UoM Parkville Campus</td>
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For more information about Endeavour, please visit: https://endeavour.unimelb.edu.au/

BENEFITS – Why volunteer?
Click [here](https://endeavour.unimelb.edu.au/) to apply and join the Endeavour team in 2019!

As an Endeavour Volunteer, you will have the opportunity to participate in the Melbourne School of Engineering’s annual flagship event. You will also:
- Gain useful individual and professional skills, including team work, collaboration and communication
- Gain valuable behind the scenes event experience of the Endeavour Exhibition
- Receive a certificate of recognition for your participation
- Receive an Endeavour branded t-shirt
WHAT HAPPENS NEXT?

- Expressions of Interest will close **Friday 6 September 2019** at 5pm. Any applications after this time will not be accepted.
- Upon submission of the expression of interest, applicants will receive a link to register for the Volunteer Briefing Session.
- All applicants will be required to attend a Volunteer Briefing Session on either **Tuesday 10 September 2019** or **Thursday 12 September 2019**.
- Applicants will be contacted on **Thursday 26 September 2019** and informed of the outcome of their application. Successful applicants will receive the first draft of the volunteer roster.

FOR MORE INFORMATION

If you have any questions regarding the Endeavour Volunteer Program, please contact the Endeavour Events Team at [endeavour-mse@unimelb.edu.au](mailto:endeavour-mse@unimelb.edu.au) or call us on 0487 727 335.