

SENIOR SUPERVISOR

The Senior is responsible for oversight, management and delivery of the Event from its start on until the event finishes.

- During the event, to lead the team on the ground for Event delivery.
- Liaising and managing of Court Supervisors to ensure that all elements of the event run smoothly.
- Liaising with Committee Directors to ensure production, security and safety are delivered.
- When required, liaising with suppliers, performers and workers so that all elements for the event run smoothly.
- Working across departments to ensure all objectives are achieved and the programme is fully delivered,
- Prioritising actions to maximise the ability of those involved in delivery to achieve their objectives.

SET UP SUPERVISOR

The set-up supervisor is expected to direct and organise the set-up workers in a way that ensures their wellbeing and help Committee members and the other set-up supervisor resolve problems that may arise in the setting-up of the ball. The set-up supervisor is asked to inform a committee member immediately if faced with a problem the set-up supervisor feels they are unable to safely resolve, or if they have been asked to do so by the Committee beforehand. The set-up supervisor may be expected to complete tasks not specified here, if told to do so by a committee member.

CLEAN-UP SUPERVISOR

The clean-up supervisor is expected to direct and organise the clean-up workers in a way that ensures their wellbeing and help Committee members and the other clean-up supervisor resolve problems that may arise in the clearing-up of the ball. The clean-up supervisor is asked to inform a committee member immediately if faced with a problem the clear-up supervisor feels they are unable to safely resolve, or if they have been asked to do so by the Committee beforehand. The clear-up supervisor may be expected to complete tasks not specified here, if told to do so by a committee member.

COURT SUPERVISOR

Court supervisors are expected to direct and organise the workers subordinate to them in a way that ensures their wellbeing and work with other supervisors to resolve problems that may arise in the running of the ball. Court supervisors are asked to regularly update the senior supervisor on the status of the ball and inform the senior supervisor or a committee member immediately if faced with a problem the court supervisor feels they are unable to safely resolve, or if they have been asked to do so by the Committee beforehand. Court supervisors may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

BAR MANAGER

Bar managers are responsible for co-ordinating the student run bars, ensuring bars are well-stocked and have a sufficient number of workers at times of high demand. The bar manager

may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

RECYCLING LEADER

The recycling leader is expected to direct and organise the workers subordinate to them in a way that ensures their wellbeing and work with other supervisors to resolve problems that may arise in the running of the ball. The recycling leader is asked to regularly update the senior supervisor on the status of the ball and inform the senior supervisor or a committee member immediately if faced with a problem the recycling leader feels they are unable to safely resolve, or if they have been asked to do so by the Committee beforehand. The recycling leader may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

HIT SQUAD LEADER

The hit squad leader is expected to direct and organise the workers subordinate to them in a way that ensures their wellbeing and work with other supervisors to resolve problems that may arise in the running of the ball. The hit squad leader is asked to regularly update the senior supervisor on the status of the ball and inform the senior supervisor or a committee member immediately if faced with a problem the hit squad leader feels they are unable to safely resolve, or if they have been asked to do so by the Committee beforehand. The hit squad leader may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

FIRE STEWARD LEADER

A fire steward leader is in charge of student fire stewards throughout the night. They'll need to ensure workers are where they should be, when they should be, so that All workers can take their designated breaks on time whilst ensuring the safety of all involved in the ball. The fire steward leader may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

SET-UP WORKER

Set-up workers are expected to help the Committee decorate the college for the ball. Set-up workers may be asked to move furniture and put up decorations, among other activities, but will not be required to set up specialist equipment. The worker is not expected to carry out any task without being given by the Committee the adequate tools needed for this to be done safely, as specified by the Committee. Set-up workers may be expected to complete tasks not specified here, if told to do so by a committee member or supervisor.

CLEAN-UP WORKER

Clean-up workers are expected to help the Committee return the college to its normal appearance after the ball. Clean-up workers may be asked to move furniture and take down decorations, among other activities, but will not be required to take down specialist equipment. Clean-up workers may be asked by supervisors or the committee to help in the clearance of substances (for example, spilt drinks and vomit, glass shards) for which

adequate tools will be provided for the Committee (the worker is not expected to clean these substances without the necessary equipment). Clean-up workers may be expected to complete tasks not specified here, if told to do so by a committee member or supervisor.

GENERAL WORKER

General workers may have to work a number of different jobs, including, but not limited to, litter picking and removal of bin bags. General workers may be asked by supervisors or the committee to help in the clearance of substances (for example, spilt drinks and vomit, glass shards) for which adequate tools will be provided for the Committee (the worker is not expected to clean these substances without the necessary equipment). General workers may be expected to complete tasks not specified here, if told to do so by a Committee member or supervisor.

BAR WORKER

A bar worker will help professional staff prepare and serve drinks or form the student-run bars at the ball. Workers will need to cope well under pressure and work well with others at their bar whilst maintain good relations with guests. A bar worker may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

FOOD SERVER

Food servers will help serve food and drinks to dining guests or work in the food and drink stalls in the ball. Servers will need to work well in a team, be organised and maintain good relations with guests and external catering companies. A food server may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

FIRE STEWARD

A fire steward will ensure all rules and regulations are adhered to by guests, including observing health and safety aspects such as flow of traffic, any evacuations if needed, and preventing overcrowding. Fire stewards will support the professional security team ensure the safety of all guests and workers. A fire steward may be expected to complete tasks not specified here, if told to do so by a committee member or the senior supervisor.

HIT SQUAD WORKER

Hit Squad workers are expected to help out with all other paid jobs at the ball, when needed and under the instruction of a committee member or supervisor. This includes, but is not limited to, litter picking, removal of bin bags, moving furniture, and serving food or drink. Hit Squad workers may be asked by supervisors or the committee to help in the clearance of substances (for example, spilt drinks and vomit, glass shards) for which adequate tools will be provided for the Committee (the worker is not expected to clean these substances without the necessary equipment). Hit Squad workers may be expected to complete tasks not specified here, if told to do so by a committee member or supervisor.

ENTS RUNNER

Ents runners will be asked to fetch student and other hired bands from the Green Room and take them to their stage in accordance with the events timetable, which will be provided by

the Committee. Ents runners are also responsible for ensuring bands return to the Green Room after their slot before leaving the ball. Ents runners may be expected to complete tasks not specified here, if told to do so by a committee member or supervisor.

SOUND MONITOR

Sound monitors are expected to test sound levels at different areas of the ball throughout the night and make recommendations on this topic to the stage manager if it is necessary. Sound monitors may be expected to complete tasks not specified here, if told to do so by a committee member or supervisor.

STAGE MANAGER

Stage managers will be in charge of ensuring the student and other hired bands at their stage have all the equipment they need, which will be provided by either the Committee or the bands themselves. Stage managers are also required to deal with any incidents that may arise, although stage managers will be able to request help from an outside security force if they consider the incident to be unsafe to deal with. Stage managers may be expected to complete tasks not specified here, if told to do so by a committee member or supervisor.