

Title:

Entertainment - Deputy Director - Operations

Reports to:

Entertainment Director

Direct Reports:

Technical, Logistics, Operational, Safety and Risk, Manager roles as agreed

Appointment Term:

December 2025 to July 2028

Measurement:

Membership, Quality and Participation

Position Type:

Voluntary

Scouts Victoria is a Child Safe organisation. Scouts Victoria is inclusive of all, regardless of gender, sexuality, race, religion, or abilities and does not tolerate any form of harm, abuse or neglect.

Australian Jamborees are a crucial part of the Scout Journey for thousands of young people, they develop lifelong memories and personal growth of every youth member who attends. We recognise the significant contribution made by all who provide their time for the event, mutual respect, flexibility and positivity.

This role is responsible for leading the infrastructure and operational planning required to deliver a creative and engaging entertainment program for all Jamboree attendees.

The incumbent will oversee a multidisciplinary team, including logistical, technical, creative, and production staff, to ensure the seamless execution of both on-stage and off-stage activities.

The entertainment program is a vital component of the Jamboree experience, contributing to the atmosphere and creating lasting memories for participants, cast, and crew. This role demands strategic coordination, resource management, and a collaborative approach to bring the entertainment vision to life across multiple venues and formats.

Scouts Victoria aims for best practice while meeting obligations to Scouts Australia (National), Asia-Pacific Region of WOSM (APR) and World / WOSM (The World Organisation of the Scouting Movement).

Primary Responsibilities

- To assist the Entertainment Director with leadership and guidance to a team of people as selected by the Director and approved by the Chief Director to facilitate the success of the event.

- Assist to develop and facilitate teams, to coordinate the delivery of Entertainment Infrastructure for any and all Stage requirements across all aspects of the event.
- Engage with production teams to ensure appropriate requirements for the on stage content are organised and arranged.
- Incorporate authentic youth member input and provide training opportunities into the work of the entertainment directorate.
- Make a significant contribution to the planning and organisation of the 2028 Australian Jamboree.
- Implement the above plan with the endorsement of the Entertainment and Chief Directors.
- Be accountable for Operational aspects of the entertainment directorate, including but not limited to the following scopes of works:
 - Infrastructure planning for onsite operations.
 - Oversee Logistics and transport operations.
 - Project schedule of build and pack down across the site.
 - Safety Documentation and Risk management.
 - Cast / Crew Workplace Health and Safety.
 - FOH Staff / Security Coordination / liaison with Event Security / Police Scouters.
 - Lead technical and logistical teams.
- Liaise with Ceremony and Nightly production managers, to ensure appropriate infrastructure supports creative design.
- Develop and manage the timeline for major infrastructure milestones of the directorate event plan.
- Contribute to the development of the Directorate budget to assist in the preparation of the overall Jamboree budget.
- Contribute to a monthly report of the Operations Directorate to the Jamboree Executive Committee
- Participate as a member of the Jamboree Organising Committee, attending meetings, reporting progress, presenting the Directorate plan and contributing to the overall planning of the Jamboree relevant to areas involving your Directorate.
- Provide input to the event status report.
- Operate in accordance with the Scouts Australia – Australian Scouting Youth Events Policy and the Scouts Australia – Australian Scouting Youth Events Standards
- Contribute to the preparation of a comprehensive final report at the conclusion of the event for submission to the Branch Executive Committee/National Executive Committee.
- Any other responsibilities requested by and in support of Entertainment Director

Attitude, Skills and Knowledge Required

Attitude

- Be enthusiastic with a strong commitment to Scouting Principles and the importance of the Scout method in delivering the program
- Have a commitment towards the importance of activities and the 'out' in Scouting
- Be inclusive in leadership style encouraging their teams to excel
- Be respectful of all their team accepting individual differences as a resource
- Uphold and demonstrate a commitment to the implementation of Child Safe Scouting

- Be willing to teach and pass on knowledge to upcoming youth members in the ways of event entertainment delivery.

Skills

- Strategic thinker with an ability to articulate visions, strategies and plans.
- Ability to develop sound administrative processes to support strategic direction.
- Flexibility in approach and an ability to work under pressure is essential.
- Be able to mediate, carry out investigations, write reports and make recommendations.
- Proven ability to prioritise workloads and multitask to ensure commitments are fulfilled in a timely manner.
- Relevant management qualifications or experience.
- Demonstrate planning and delegation skills.
- Demonstrate risk management, work health and safety, and ScoutSafe skills.
- Maintain confidentiality with sensitive and personal information.
- Demonstrate risk management, work health and safety (WHS) and Scoutsafe skills in the entertainment / live events environment
- Experience in delivering Major infrastructure for the Scouting and or live events industry.

Knowledge

- Have a sound knowledge and strong commitment to the aims, objectives and philosophy of the Scout Movement, its policies and procedures and have a clear understanding of the methods which make it distinctive from other youth organisations
- Understand and demonstrate the role and responsibilities of Deputy Director – Entertainment and have a commitment to that role.
- Already have completed or be willing to complete Basic Activity or Leader of Adult Basic training within twelve months of appointment.
- Have attained Certificate of Advanced Adult Leadership (Leader of Adults) or
 - be prepared to attain Certificate of Proficiency within 12 months
 - complete Certificate of Advanced Adult Leadership within 2 years.