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| Prepared by Tim Skinner | Authorized by Emilio La Scala | For use on Cruise Fleet | Original File Apr 12 2010 | Last Revision July 31 2011- | Revision No 1 | Page 1 of 3 |
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| POSITION NO. | 50915 |
| Title | MINI CLUB ANIMATOR |
| Department | Entertainment > Hotel |
| Main Function | To perform individually and as part of the Entertainment team to entertain and to socialize with Guests, specifically children and teenagers throughout the cruise. |
| <i>Reports to</i> | Mini Club Chief Animator |
| <i>Subordinates</i> | Nil |
| <i>Replacement</i> | Colleague Animator selected by Mini Club Chief Animator |
| Fundamentals of Position | <ul style="list-style-type: none"> To develop and bring to life the entertainment program. To socialize at all times without any specific program. To make proposal for new activities. To work in collaboration with the Entertainment team under the supervision of the Child activity coordinator. To collaborate with the Cruise Director's department to create specific children's activities during the Cruise. |
| Operational Bibliography | MSC Standard Procedures Manual, MSC Employee Handbook, Master's Standing Orders – available in the Crew Library or the office of the Cruise Director |
| Requirements & History | <ul style="list-style-type: none"> Basic Safety Training and all other certification and documentation in force at the time of engagement compliant with the flag state requirements of the vessel to which you are assigned. Passports, visas, permits as specified by the company and as required for exit from the port of origin and entry into the destination cruising area. |
| <i>Certification & Documentation Passports, Visas</i> | |
| <i>Language Skills</i> | <ol style="list-style-type: none"> Fluent in oral and written English (working & Safety language of the Company) Ability to speak, read and write in Italian is a major benefit and may be a requirement. Ability to speak, read and write in any major other languages (German, Spanish, Portuguese, French, Russian, Chinese etc.) is considered a major advantage that could eventually influence the selection for some positions. |
| <i>Health</i> | To satisfy the requirements of the laws of the Flag State of the Ship regarding health and physical requirements, and to have current documentation to certify that all medical requirements relating to this position are met according to the specific requirements of the job. |
| <i>Team attributes</i> | Proven ability to work and (where necessary) supervise in a harmonious productive team environment. |
| <i>Preferred candidate</i> | Non-Smoker |
| <i>Experience</i> | Proven skilled and high level of experience in children's entertainment activities and games. |
| Qualifications | <ol style="list-style-type: none"> Demonstrated ability to entertain, communicate and socialise with children of all nationalities. Wide knowledge of indoor & outdoor sports, events and games with specific application to children. Good geographic knowledge of the Cruise Area operated by the ship for which position applies. Above average skills in tactful, diplomatic crisis and problem handling High degree of oral, written communication and negotiation skills Proven ability to work in a harmonious productive team environment. |

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Entertainment Dept. Mini-Club Animator

**POSITION
DESCRIPTION
50915**

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| Physical Requirements | <ol style="list-style-type: none"> 1. While performing the duties of this job, you may be regularly required to stand; walk; use hands to touch, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. 2. You must occasionally lift and/or move up to 25 Kg. 3. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. 4. You must be physically able to participate in emergency life saving procedures and drills. 5. Full use and range of arms and legs as well as full visual, verbal and hearing abilities are required to receive and give instructions in the event of an emergency including the lowering of lifeboats. 6. If working in any Guest area (or where Guests may see you), you are not permitted to display any tattoos on any exposed part of your body when wearing uniform (summer or winter). 7. Attend all emergency drills, carry the personal emergency card, and understand emergency duties. Emergency duties for the Assistant Cruise Director may involve specific responsibilities assigned by the Safety Officer |
| Safety & General Discipline | You are required to: |
| <i>Standing Orders</i> | <ul style="list-style-type: none"> ▪ Read understand and comply with the Standing Orders of the MSC Cruise fleet, ensuring all personnel in the Entertainment and Entertainment team comply accordingly. |
| <i>Mission Statement</i> | <ul style="list-style-type: none"> ▪ Read, understand and apply the Mission Statement of the Company. |
| <i>Uniform</i> | <ul style="list-style-type: none"> ▪ Wear the complete prescribed uniform and name badge at all times in Guest areas setting an example of appearance, presentation and good grooming |
| <i>Emergency exercises</i> | <ul style="list-style-type: none"> ▪ Attend all emergency drills, carry the personal emergency card, and understand emergency duties. Emergency duties for the Assistant Cruise Director may involve specific responsibilities assigned by the Safety Officer |
| Responsibilities | |
| <i>Support team leader</i> | <ol style="list-style-type: none"> 1. Support the Mini Club Chief Animator in all entertainment activities and games in lounges, on deck and in ports where appropriate, and ashore (beach landings etc). These activities include, but are not limited to: <ul style="list-style-type: none"> ○ Games by or in children's swimming pools. ○ Tournaments and sports activities (using prescribed standard procedures where these exist). ○ Planning, organizing and implementing activities during port calls to allow parents to participate in excursions. ○ Dining with children in the Lido buffet and assisting children with meal choices where applicable. ○ Games and activities in lounges where permitted. ○ Cultural activities ○ Mimes, plays, concerts and other performances as directed by the Children's Coordinator. ○ Table games and close-up activities ○ Quizzes, talent shows, and other Guest-involvement activities ○ Workshops of graphic or body expression, dance classes, arts and crafts, language lessons, etc. |
| <i>Pool games</i> | |
| <i>Tournaments</i> | |
| <i>Indoor activities</i> | |
| <i>Dining with children</i> | |
| <i>Performances</i> | |
| <i>Table games</i> | |
| <i>Quizzes etc.</i> | |
| <i>Preparation</i> | <ol style="list-style-type: none"> 2. Prepare all material required for scheduled activities, and return all said material to specified storage areas after any such performance or activity. |
| <i>On duty always early</i> | <ol style="list-style-type: none"> 3. Be on station at the point of performance at least 15 minutes. |
| <i>Promote activities</i> | <ol style="list-style-type: none"> 4. Advertise by socializing and circulating with Guests at all opportunities to involve them in these activities, taking great care at all times to ensure that nobody is embarrassed or forced into taking part in activities if they resent any such involvement. |
| <i>Socializing</i> | <ol style="list-style-type: none"> 5. Socialize with Guests at all times, giving special attention to the very young, the very old, any disadvantaged persons, Guests travelling alone, or Guests of minority languages where involvement may be difficult. |
| <i>Dance with Guests</i> | <ol style="list-style-type: none"> 6. Dance with Guests |
| <i>Respond to comments</i> | <ol style="list-style-type: none"> 7. Listen to requests and comments of Guests, taking positive action to remedy any problems by reporting any problems advised by Guests to the Cruise Director. |
| <i>Stimulate Guests</i> | <ol style="list-style-type: none"> 8. Stimulate and help to create a social atmosphere amongst the Guests. |
| <i>Meetings</i> | <ol style="list-style-type: none"> 9. Participate in all meetings of the entertainment team as required by the Cruise director or the Children's coordinator. |
| <i>Report progress</i> | <ol style="list-style-type: none"> 10. Report continuously about his/her job and activities to the Children's coordinator. |
| <i>Translation help</i> | <ol style="list-style-type: none"> 11. Help other members of the entertainment team with language or translation if this becomes necessary. |

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Entertainment Dept.
Mini-Club Animator

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Cruise Director support

12. Provide general assistance as required by the cruise Director at all performances. These duties may include, but are not limited to:
- Monitoring door access
 - Assistance for performers
 - Taking part in performances
 - Guiding Guests

Beach landings

13. Assist and co-operate as required at Beach landings and ports where tendering may require support for children.

**Privileges & Limitations
basics**

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|----------------------|--------------------------|
| <i>Status</i> | Staff |
| <i>Accommodation</i> | Staff Cabin – Shared use |
| <i>Assigned Mess</i> | Staff Mess |