



**Women in Cable
Telecommunications™**
Carolinas

VOLUNTEER POSTING

WICT Carolinas Volunteer Opportunity

Posting Dates: <i>Until filled</i>
What would I be doing? <i>Virtual Event Producer (3)</i>
Which committee does it fall under? <i>Programming</i>
What are the key responsibilities? <i>Work in collaboration with the Virtual Events Production lead, and various WICT Carolinas event chairs, to prepare and facilitate technical delivery of webinar sessions for WICT Carolinas. These events will vary in content, audience, and interaction. The Event Producer will ensure smooth delivery of a select group of these sessions. Specific responsibilities of the Producer will include:</i> <ul style="list-style-type: none"><i>In advance of each session, set up web session, including Eventbrite registration page, questionnaires/polls, chat windows, etc.</i><i>In advance of each session, test Presenter access to webinar and review quality of presentation delivery and execution of chat windows and other customized webinar features</i><i>During session, coordinate behind-the-scenes technical delivery (open webinar, manage chat windows, record session, mute attendee phone lines, close webinar, etc.)</i><i>During session, troubleshoot any unexpected technical issues that arise</i><i>During session, help Presenter navigate questions and feedback (provided through webinar polls, questionnaires and chats)</i><i>Following session, share poll results and session recording with Co-chairs and Virtual Events Production Lead.</i>
How much time will this take? <i>The individual in the Producer role will commit to leading 2-3 Workshop events planned April through November 2021 and will commit an average of 1 hour per month beginning March 2021. .</i>
Do I need any special skills? <i>The individual in the Producer role should have a passion for helping others learn/grow and should have strong organizational and communication skills. Use of tools such as Webex, Zoom, and other conferencing technology are required.</i>
If I am interested, who should I contact? <i>Stephanie.richin@charter.com</i>