



Gauge O Guild

Co-ordinator, "An Evening With..." Role Description

A volunteer is sought to co-ordinate the "An Evening With..." seminars for the Gauge O Guild.

These sessions take place on the 26th of the month from January to November and go live via Zoom at 8pm.

1. The responsibilities of the role include:
 - a. Sourcing individuals to contribute on a subject specific to them.
 - b. Arranging the diary to suit availability of volunteer contributors.
 - c. Arranging the host/co-host schedule with members of the Virtual Events team.
 - d. Arrange the booking of meetings on Zoom, for each session. This can be carried out on your behalf if necessary.
 - e. Requesting portrait photos of the contributors and a short description of what they plan to cover in their session.
 - f. Update the joining instructions and the evening introduction for each seminar. There are templates to assist this task.
 - g. Update the Powerpoint slideshow which is presented at the end of each session to promote Guild activities.
 - h. Liaise with Artytype on the production of web graphics to promote and advertise each seminar
 - i. Forward the joining instructions and the web graphics to members of the IT team in advance of the 26th so they are available online for the next seminar.
 - j. Edit the seminar recording and upload to the Guild YouTube channel. A member of the AV Team can carry out this task if required.
2. To achieve this, the co-ordinator will:
 - a. Work alongside various members of the Events, AV and Virtual Events teams as required.
 - b. Attend Virtual Events Team meetings and give updates on the AEW sessions, held via Zoom.
 - c. Be given support and guidance if required by the outgoing co-ordinator, or current members of the AV Team.

Any questions?

Contact the Guild President, Ian Allen via:

ianallen.gog@gmail.com