

Way Out Economics Tech Assistant Role Description

Summary

Assisting with the smooth running of our new economics event on 4th October at St Anne's House, Brislington.

Our commitments to you

- We will reimburse your travel costs, and will provide food (as for a delegate at the event)
- We will invite you to the after party (at Lost and Grounded)
- We will train you and ensure you are equipped for the role
- We will provide references for you

Outline of volunteer commitment sought

- A variety of tasks from 8am to 7pm on 4th October
- To operate within our policies, in particular with regard to equality and diversity, health and safety and data protection.

Key activities

- Setting up the room - moving furniture, cabling etc
- Assisting the technician with the running of the hybrid/online aspects of the conference
- Typing captions live during presentations
- Pack down at end of the day
- Time permitting, enjoy the provocations and participate in discussions!

Qualities and skills needed for this role

- Confident in handling IT hardware and software
- Able to listen and type accurately to capture live transcript / captions
- Willing to be flexible
- Excited about the aims of the event