

ATESL 2022 Conference

IT Manager / Lead

Responsibilities of this role include:

- Become familiar with the Pheedloop platform and its different features related to Presentation sessions
- Lead, train, and manage presentation session moderators (i.e. Introduce presenters, announce recording, time keeping, and facilitating Q&A)
- Participate and facilitate in run-through sessions at least a week before the conference
- Troubleshoot during the conference
 - Oversee moderators and provide support
 - Help with audio/video/sessions support
 - Contact Pheedloop support if initial troubleshooting fails
- Liaise and work closely with ATESL conference IT support

IT Manager / Lead will ideally have used the Pheedloop platform previously as an administrator / moderator. They should have excellent communication and problem-solving skills, be flexible and be comfortable with using technology (Zoom, Pheedloop, Google suite, etc).

This role requires most work leading up to and during the conference, in August, September and October.