

QMUNITY Press Job Duties

Application form:

https://docs.google.com/forms/d/e/1FAIpQLSeKHxmZ8qTQE0pMp-ZTqPzY-3L9u79oeDorWVJ83a0VR0th6A/viewform?usp=sf_link

Website: <http://msmun.thimunqatarpress.org>

Press Job Duties

Head of Press :

- Selects and Manages and set up accountability for team of 15
- Creates photo frames
- Creates press plan
- Reaches out to newspapers for attendance
- Finalizes press list

Deputy Head of Press : Photography Support

- Manages team and makes sure all are fulfilling assigned duties
- Collaborates to Create press plan
- Reaches out to newspapers for attendance
- Collaborates to Finalise press list

Deputy Head of Press : Videography Support

- Manages team and makes sure all are fulfilling assigned duties

- Collaborates to Create press plan
- Reaches out to News Channels for attendance
- Collaborates to Finalise press list

Head of Photography:

- Creates photography plan
- Manages teams of photographers
- Admin team photo
- Coordinators team photo
- Press team photo
- IT team photo
- Assigns photographers to events and rooms
- Ensure that each workshop is documented
- Coordinates the collection of pictures at the end of each day
- Submits all pictures to head of press at the end of the conference. Liaises with head of IT
- Liaises with Conference coordinators to highlight featured workshops
- Liaises with Conference coordinators to highlight featured presenters
 - Tweet out local adult presenters
 - Facebook featured presenters
 - Instagram student presenters

Head of Videography:

- Manages team of videographers
- Creates pre conference video
- Creates post conference video
- Daily video interviews 30-60 seconds for IG

Head of social Media:

- Tweet out local adult presenters
- Facebook featured presenters
- Instagram student presenters
- Snap stories
- Manages photo booth

Head of Reporting:

- Manages team of reporters
- Reaches out to featured presenters and special workshop leaders for interview

Head of Layout:

- Works with reporters and photographers to create conference publications