



GLS ROLE DESCRIPTIONS

HOST LEADER

The primary contact to receive all distribute relevant information and updates to both the Host Team and all who have registered within their group.

- Use the Marketing Kit to promote your event locally.
- Use the Event Kit to prepare your team to Host GLS Local.
- Use the Production Kit to present a high-quality event.
- Ensure all who attend your GLS Local are registered via the GLNA website.
- Access ticketing portal “Brushfire”, to see real-time registrations and contact details.
- Clear and concise event information and updates to delegates: including date, time, venue address, parking, catering, COVID compliance.
- Work with your team to create a run-sheet for your event.
- At conclusion of your event, ensure all participants details are updated within your group on Brushfire for them to each receive 7-days Video-on-Demand from GLNA between 22-28th November.

EVENT MANAGER

Provide the best possible off-stage environment.

- Assist the Host Leader to promote your GLS Local to maximise registrations for your event.
- Create warm and welcoming atmosphere.
- Setup chairs and round tables to maximise discussion and participant interaction.
- Clean and decorate the venue.
- Prepare nametags and lanyards.
- Provide all participants with the GLS Notebook (either printed or digital copy).
- Set up and oversee registration desk and catering.

FACILITATOR / MC

Communicate clearly from the stage and lead the facilitation times to maximise learning.

- Communicate announcements and session times and sets the tone for the conference.
- Predetermine break times including length of facilitation moments.
- Directs participants to their GLS Notebooks to maximise learning during facilitation times.

PRODUCER

Oversee all programming and on-stage elements.

- Plan, rehearse and execute programming elements that will add to the impact of the learning content (eg live music or creative moments).
- Lead the Tech Coordinator and Music Director (if applicable).
- Be responsible for everything that happens inside the auditorium during the conference.

TECH COORDINATOR

Oversee all audio-visual and technical elements.

- Responsible for picture and sound quality, lighting and computer operation.
- Test and optimise internet connection speeds to ensure smooth streaming playback of large video files.
- Ensure a suitably large screen and projection quality for presenting GLS content.
- Oversee the preparation, checking and presentation of playback files.
- Plays appropriate background music pre-event and during break times.