

Job Description

Title:

Co-ordinator for the CHASE Training and Development Day:

Material Benefits of the Immaterial: Academic Publishing in the Digisphere

Rate of Pay:

£15 p/h

Expected Hours:

Variable

Length of Employment:

July 2021 – Sept 2021

Job Summary:

To provide key administrative assistance in the planning, development, and execution of the CHASE Training and Development Day: *Material Benefits of the Immaterial: Academic Publishing in the Digisphere*. This study day will take place on 10 September 2021, and will be a hybrid event (i.e. remote and in-person) held at Goldsmiths, University of London.

Key Duties:

- Working with Dr Berta Joncus on planning, logistics and trouble-shooting
- Creating, updating and monitoring website
- Contacting speakers and liaising with other network members
- Subtitling speaker's videos as required
- Video creation and editing
- Liaising with CHASE and reporting on finances
- Advertising event including use of social media
- Lead live discussion spaces online and safeguard participants and speakers
- Monitor attendance at events
- Work on monitoring and evaluation feedback forms for reporting and for future events
- Moderate comments on live events
- Help audience members and speakers with technical issues on live event

Application process:

Please submit a CV and letter (maximum 500 words) stating why you are suited to his appointment.

Send applications to: ***

Deadline for application submissions: 5pm Friday 18 June 2021

Interview date (remote): Friday 25 June 2021