

TITANCON

Position: Panel Assistant
Team: Programming
Reports to: Panel & Workshop Assistants Team Leader

Purpose:

Assist with stage changes throughout the day. Clear away used glasses at end of a panel and replace with clean glasses and full water jugs. Be available to help resolve problems during panels.

Duties:

- Assist with stage changes for the Opening and Closing Ceremonies and other special programme items throughout the day
- Be available to help resolve problems during the panel you are assigned to. This may include technical faults, providing fresh drinks for panellists, dealing with unruly crowd members, hecklers or attendees intent on breaking our spoiler policy. Please only step in if you feel confident and safe enough to do so otherwise please find the Programming Director, Operations Director or Security Team Leader so they can deal with the situation.
- In the case of a technical fault with the PA or microphones the Audio Technician should step in and resolve it, but if for some reason they are not present then it will be your responsibility to alert the Programming Director, Operations Director or the Audio Technician from the other panel room to help fix the fault
- Clear away used glasses at end of a panel and replace with clean glasses and full water jugs ready for the next panel
- Ensure that the projector screen is changed at the end of a panel to display the correct slide for the next panel (main panel room only). This can be done by pressing the right arrow on the laptop keyboard.
- Assist with the set up and smooth running of the Raffle during the Closing Ceremony

Skills:

- Good observational skills
- Lifting and carrying

Hours:

09.50-10.00 All panel assistants will be required to help after the Opening Ceremony to set up the tables and chairs on the stage so that the first panel can start as promptly as possible.

10.00-13.00 Shift work assigned by the Team Leader

13.00-14.00 Lunch time, there will be no Panel Assistant work required during this hour. Lunch is provided for all volunteers.

14.00-17.50 Shift work assigned by the Team Leader

17.50-19.00 All panel assistants will be required to help after the final panel has finished to clear the stage for the performance at 18.00. Assistance will also be required with running the Raffle during the Closing Ceremony at 18.30.

Shift times will be organised and agreed with individuals on Friday afternoon.