

## **RGV LEAD Contract Webinar Producer**

### **Full Job Description**

RGV LEAD is looking for a contract Webinar Producer to manage, coordinate, produce, support, report and evaluate the virtual 2020 Education and Career EXPO. We are seeking a professional to manage the production of this virtual program from start to finish; from writing the welcome script to producing the live program and reporting the success metrics.

Responsibilities also include hosting test runs/rehearsals, editing, posting on-demand recordings, and reporting event metrics. Must have expertise in the GoToWebinar platform and be able to work in a fast-paced environment as this event will commence in a relatively short timeline.

### **Responsibilities:**

**Plan:** Attend all planning meetings with EXPO committee and any other required meeting with RGV LEAD staff to understand the requirements and details of the event and to confirm all expectations are being attained.

**Prepare:** Set up the room(s) based on the requirements from the presentation team, including uploading videos, slides and resources, etc.

**Produce:** Upload videos, presentations, and confirm successful processing and formatting. Confirm and verify extra plug-ins or features (polls, surveys, and so on) are set up and prepared for the live event.

**Measurement & Metrics:** Report metrics for the registration, session attendance, polling and the on-demand event recordings. Documentation must include all metrics, any technical issues, and how they were resolved. All reporting and documentation should be conveyed to the RGV LEAD Executive Director.

### **Requirements:**

Experienced as a webinar host/producer on the GoToWebinar platform.

Excellent verbal and written communication skills. Must communicate clearly and effectively with client by email and throughout event. Must be able to take control of a call and direct presenters.

Be outgoing, self-motivated with excellent organizational skills.

Must be able to build effective working relationships quickly.

Must have knowledge of Microsoft Office software including PowerPoint, Word, Outlook and Excel.

### **Location:**

Fully remote/offsite/virtual/freelance consulting

### **Hours/Duration:**

Part time as needed. Must be open to flexible work hours. Position available immediately.

Contract ends 11/5/20.

### **Rate:**

Depends on Experience, up to \$2000