

# MASSEYHACKS XI TEAM ROLE DESCRIPTIONS

*The following are brief overviews of each role's responsibilities. Changes may be made as needed.*

## OPERATIONS

- Manages event logistical details (date, venue, registration, etc.)
- Plans and coordinates activities, safety and hacker experience
- Works to optimize, improve and grow event

## FINANCE

- Drafts the sponsorship prospectus and transparency report
- Compose emails for sponsorship outreach and communication
- Creates and manages the budget for the event
- Manages food and prizes

## MEDIA

- Decides and incorporates theme
- Designs all the branding and marketing materials (theme and logo, swag, social media posts, hacker resources, promotional videos, etc.)
- Manages and expands social media platforms

## TECH

- Creates and maintains digital platforms (website, registration platform, Discord bot, Hackenger Hunt, etc.)
- Handles technology during ceremonies and workshops (streaming, sound systems, projectors, cameras, etc.)
- Manages judging and technological aspects of event
- Experience in web development strongly recommended

Please email [hello@masseyhacks.ca](mailto:hello@masseyhacks.ca) if you have any questions or concerns.