

# **General Bible Quiz Award Ceremony Coordinator/Liaison Job Description**

**Job Title:** Award Ceremony Coordinator/Liaison

**Reports To:** QAC Executive Committee

**Prepared By:** Bill Horning

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**SUMMARY** Coordinate the Award Ceremony for the participants and be a liaison with the other production personnel (coordinators/workers)

**SUGGESTIONS** This responsibility is directed to organizing the award ceremony, including coordination with the statistician for the actual delivery of the awards, and communicating with the Worship Coordinator. Make regular contact with other coordinators to create a communications link that will continue through the event. Review the documents used in the last event for creating power point presentations, award presentations and offerings.

## **TIME COMMITMENT**

Pre-Event	20-25 hours
Event	5-10 hours
Post Event	5 hours

Total commitment: Approximately 30-40 hours depending on the difficulty of finding a speaker.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **Pre-Tournament Duties**

1. Organize a team to locate and unpack awards and store in the quiz office.
2. Produce scholarship forms
3. Communicate with the Event Director and other production personnel (coordinators/workers) to ensure a smooth worship experience.
4. Create a list of other production personnel (coordinators/workers) requirements for the Quiz Event Staff and main room set up needs. This will include transition of the main room from worship sets to quiz sets and reverse sets.
5. Supervise one intern to produce scholarship forms, determining and taking offerings and create MS Power Point presentations for the service announcements and/or campus wide closed circuit television.
6. Organize an usher team for taking offerings during the services. Arrange for ushers by day with offering buckets always available.
7. Work with the university conference and events coordinator and the other production personnel (coordinators/workers) regarding stage setup and audio technician requirements.
8. Communicate with the Event Director and other production personnel for details on the closing awards ceremony. The time needs to be less than 1 hour.
9. Determine how many offerings will be taken and how each will be designated. This must be coordinated with the other production personnel (coordinators/workers).
10. Work with the NYI finance person in counting and securing the offering.
11. Arrange for the highlight video to be shown during the awards ceremony.
12. Arrange for a welcome video from BFM and the NYI office.
13. Designate a master of ceremony for the award ceremony who can prioritize and expedite times.
14. Work with the university to have an official school representative to open the event with a welcome.
15. Attend any Q staff meetings when appropriate.

### **Tournament Duties**

1. Assist the FUEL coordinators in readying the auditorium for worship. This includes but is not limited to:
  - a. The offering and ushers
  - b. Any special circumstances that may occur during the event.
  - c. Video announcements
2. Set up quiz equipment after services and breakdown after quizzing before services.
3. Ensure that all scholarship form signatures have been secured before the last day of the event. Keep in mind that the NYI director and the USA/Canada NYI Coordinator may not be at the event or may only attend a portion of the event. They may elect to use electronic signatures.
4. Attend any Q staff meetings when appropriate.
5. Pray each morning for that day's worship time; if time allows, with the prayer team.

### **Post-Tournament Duties**

- Evaluate all aspects of the worship times and awards ceremony and make recommendations for future changes and improvements.
- Give an evaluation of the worship team and speaker(s) to the QAC executive committee.
- Reconcile all offerings with the NYI finance person.
- Attend any Q staff meetings when appropriate.

### **QUALIFICATIONS**

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the event director, executive committee and other event production personnel prior to and during the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the event staff, before, during and after the event.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

### **LANGUAGE AND COMMUNICATION SKILLS**

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with, event staff, production personnel, campus facility staff and participants.

### **REASONING ABILITY**

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.