McMUN 2015 Coordinator Applications
Position Descriptions

Staff Room Coordinator (2)

The Staff Room Coordinators will be in charge of all the equipment for the conference in the staff room, checking in and out equipment before and after committee sessions and printing resolutions. They must be available to assist in the set up of the staff room on Wednesday November 5, the day before the conference begins, as well as aid in the take down after Closing Ceremonies on Sunday November 9. Additionally, they are in charge of printing materials for all of McMUN's 26 committees and managing the staff room.

Qualities needed:

- Good under pressure, calm
- Organized
- Friendly
- Ability to work with computers and printers

Stress and Responsibility Levels:

- Before conference: 2/5
- During conference: 5/5

Page Coordinator (2)

Their role is to work closely with the USG Committees to ensure each committee room has enough pages for each committee session during the conference. They will also organize all the pages and create timetables to ensure each session is covered while allowing pages to take breaks. The Page Coordinator will also have to contact pages to remind them of their schedules.

Qualities Needed:

- Extremely organized
- Knowledge of excel
- Good communicator
- Leader

Stress and Responsibility Levels:

- Before conference: 4/5
- During conference: 4/5

Delegate Resource Centre Coordinator (2)

The DRC Coordinators are responsible for managing the Delegate Resource Centre (DRC) during the conference and will have to be in the DRC for most of the conference. The job entails money handling, selling merchandise, providing information to the delegates and managing the room, which includes computers and printer troubleshooting.

Qualities Needed:

- Patient and helpful
- Good with finances
- Good salesperson

Stress and Responsibility Levels:

- Before conference: 2/5
- During conference: 3/5

Events Coordinator (4)

The Events Coordinator will assist the Chief of Staff in organizing and hosting the staff events prior to and during the conference, and for McMUN's famous Pub Crawl on the Friday evening. Responsibilities will include finding appropriate locations, bartering drink deals, creating scavenger hunt ideas, and organizing staff for the Pub Crawl.

Qualities Needed:

- Experience hosting events (sourcing venues, drink deals, etc.)
- Outgoing
- Organized

Stress and Responsibility Levels:

- Before conference: 4/5
- During conference: 4/5

Photography Coordinator (1)

The Photography Coordinator will be responsible for hiring and managing a team of photographers for the entire McMUN conference. You will be responsible for capturing and editing media footage of the full weekend, including opening and closing ceremonies, committee sessions and social events. You will also be responsible for ensuring that the photographers hired have a good foundational knowledge of their camera and techniques for success for the conference.

Qualities Needed:

- Creative
- Experience in taking photos
- Organized
- Experience leading and working in teams
- MUST have own equipment

Stress and Responsibility Levels:

- Before conference: 1/5
- During conference: 3/5

Opening/Closing Ceremonies Coordinator (2)

The OC/CC Coordinators are part of the operations team and will be in charge of setting up any preparations needed for opening and closing ceremonies. The job entails preparing programs, distributing programs, slideshows, seating organization, and instructing secretariat and guests what to do. You will also work closely with hotel staff.

Qualities Needed:

- Detail-oriented
- Be able to use PowerPoint
- Manages others well

Stress and Responsibility Levels:

- Before conference: 3/5
- During conference: 3/5

Food Coordinator (1)

The Food Coordinator is responsible for coordinating food orders for SSUNS staff members throughout the conference. They are also responsible for negotiating discounts at local restaurants that delegates will be able to use during their time in Montreal. The Food Coordinator will work closely with the Public Relations team and will work closely with them to secure sponsorships from local restaurants.

Qualities Needed:

- Good Communicator
- Detail-oriented
- Good negotiator/experience with PR

Stress and Responsibility Levels:

- Before conference: 3/5
- During conference: 3/5

IT Coordinator (1)

The IT Coordinator will be working directly with the USG IT and with the USH Operations to ensure a successful conference in terms of internet access for all delegates, quick and accurate delivery of updates through the website and app, and to support the Operations team throughout the conference.

Qualities Needed:

- Experience coding and managing websites
- Strong team member
- Able to think creatively/on your feet to solve problems

Stress and Responsibility Levels:

- Before conference: 1/5

- During conference: 3/5

Media Coordinator (1)

The Media Coordinator is responsible for working with team committees and the media team (photography and our videographer) to ensure adequate media coverage of the entire conference. You will work closely with the Team Committee deputy's in order to alert the media team when a photographer/videographer is needed, and will work closely with the PR team to ensure fast dissemination of the media through social media.

Qualities Needed:

- Experience managing a team
- Strong communication skills

- An understanding of photography and videography

Stress and Responsibility Levels:

- Before conference: 1/5

- During conference: 3/5