**Job description Press team**

**Head of Press**

* Selects press team of 27:
  + 1 deputy Head of press
  + 3 layout (includes 1 head)
  + 8 photographers (includes 1 head)
  + 6 reporters (includes 1 head)
  + 2 social media (includes 1 head)
  + 5 videographers (includes 1 head)
  + 1 Artwork
* Creates a training program for press team
  + Delivering message of conference
  + Conference expectations
  + Supporting plans
* Manages team and makes sure all are fulfilling assigned duties
  + Supports video team in getting equipment and story board and filming the pre and post conference video and any other videos needed.
  + Supports photography team in getting equipment and photography plan
  + Supports social media team in creating social media plan
  + Supports reporters in selecting stories
  + Works with layout and Sakib Mahmoud from the TQ office to achieve the best layout, and submits the publications by the appointed deadline
* Creates photo frames
* Creates press plan
* Finalises press list
* Reaches out to News Channels for attendance
* Reaches out to newspapers for attendance
* Works with PUE communication team to share press plan.

Head of Photography:

* Creates photography plan
* Manages delegation pictures during lunch times
* Manges teams of photographers
* Admin team photo
* Coordinators team photo
* Press team photo
* Assigns photographers to events and rooms
* Ensure that each workshop is documented
* Coordinates the collection of pictures at the end of each day
* Submits all pictures to head of press at the end of the conference. Liaises with head of IT
* Liaises with Conference coordinators to highlight featured workshops
* Liaises with Conference coordinators to highlight featured presenters
* Liaises with Social Media team to:
  + Tweet out local adult presenters
  + Facebook featured presenters
  + Instagram student presenters

Head of Videography:

* Manages team of videographers
* Creates pre conference video
* Creates post conference video
* Daily video interviews 30-60 seconds for IG

Head of social Media:

* Tweet out local adult presenters
* Facebook featured presenters
* Instagram student presenters
* Snap stories
* Manages photo booth

Head of Reporting:

* Manages team of reporters
* Reaches out to featured presenters and special workshop leaders for interview

Head of Layout:

* Works with reporters and photographers to create conference publications x3