**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