

GEA Virtual Events Internship



You will be working with the Gender and Education Association as a feminist charity and member association to ensure the smooth running of the virtual seminar series, enabling GEA members and guests to connect virtually to share and learn about the research, activism, art, writing, and other work being done to achieve gender equity within and through all forms of education.

The core duties for the post include:

- A. Setting up virtual events for the GEA Virtual Seminar Series, including setting up Zoom, enabling and monitoring Eventbrite registrations, preparing and sending joining instructions for attendees
- B. Liaising with GEA Executive members, guest speakers, and registered attendees
- C. Advertise the events by creating flyers using Canva, posting about each event on GEA's Facebook and Twitter, posting the details on the GEA website
- D. Attending the event (if you are available), checking tech before the event begins, and monitoring attendees and the event chat to support the event chair
- E. After the event, uploading the video and transcript of each event online

A. Setting Up

- Set up registration through Eventbrite and set up the Zoom link using the details provided by the GEA Executive committee member who is organising the event (details should include: date, time, speakers' names, bios, and an event abstract)

B. Liaising

- Send joining instructions to the GEA Executive members and guest speakers
- Monitor Eventbrite and answer questions about the event (or direct questions to someone who can) and identify any support/accommodations requested from speakers or attendees in advance
- Email joining instructions to attendees before the event, including Zoom link, event information, and GEA's Code of Conduct

C. Advertising

- Prepare an event flyer using Canva
- Post about the event on GEA's website and social media accounts

D. Day of the event

- Attend the event (if you are available) checking tech before the event begins, and monitoring attendees and the event chat to support the event chair

E. After the event

- Download the video and transcript from Zoom and check the transcript for accuracy
- Upload the video and add the transcript as closed captions
- Share the video on GEA's website and social media channels

Terms and Conditions

This internship will cover up to 10 hours per month at £15 per hour for an initial 6 months. You will liaise with GEA Co-chair Dr Jessica Gagnon. You will produce a brief half page report and invoice for the billable hours and send to GEA Treasurer Dr Kate Hoskins to be paid monthly.

To Apply

Submit a CV and brief covering letter (one page) detailing your interest in the internship and the skills you have that make you suited to the responsibilities of the post to GenderAndEd@gmail.com by Monday **14 June 2021**

About GEA

The Gender and Education Association (GEA) is a volunteer-led international intersectional feminist charity. Since 1997, our community of educators, researchers, activists, leaders, artists, and more have been working to challenge and eradicate gender stereotyping, sexism, and gender inequality within and through education. UK charity number: 1159145