

## **Digital Stage Manager & Admin Assistant**

Produced Moon are looking for a digital stage manager + admin assistant to support us on an upcoming zoom event 'VR Theatre: A Roundtable Discussion'. The event will last for 2 hours and explore the future of VR in the Scottish theatre sector.

We're looking for one person who can give us some administrative support before and after the event, and be our digital stage manager on the day.

### **Fee = £450**

3 days work at £150 per day.

### **Tasks and Responsibilities**

Management of Zoom Event 'VR Theatre: A Roundtable Discussion'

- Manage the guestlist and waiting room
- Allocate and manage break out rooms
- Support attendees to configure their Zoom and troubleshoot issues
- Manage automatic captioning and work with the BSL translators to make sure the digital space is set up to support them most effectively.
- Support event facilitators in keeping the event running to time
- Gather feedback information from event attendees via a Zoom poll

Administrative support

- Manage guestlist, updating a list of attendees that can be accessed by the wider team.
- Send out key event information and reminders to attendees in the lead up to the event
- Send out follow up information and documentation to attendees after the event
- Be the first point of contact for questions and queries from event attendees
- Compile and organise event feedback information

### **Essential Experience**

- To have managed an event on zoom before
- Familiar with spotlighting videos, organising breakout rooms, automatic captioning on zoom
- Experience working in administrative roles, either for an organisation or within your own work.

### **Time Commitment = 3 days**

The event will take place between **3pm** and **5pm** on **Friday 22nd October**, with additional administrative work taking place in the week before and the week after.

### **To Apply**

Please email [leonie@producedmoon.co.uk](mailto:leonie@producedmoon.co.uk) with

- A CV

- 100 - 200 words highlighting relevant experience.  
& fill in this Equal Opportunities form. <https://forms.gle/MdDo3tpnNCHUygYo6>

Deadlines for Application: **Sunday 3rd October, 5pm**

We can support applications to [Access to Work](#) funding should you need, for example, a BSL interpreter, specialist software or a support worker to help you in this role.

### **Questions**

Email us on [leonie@producedmoon.co.uk](mailto:leonie@producedmoon.co.uk)

Message us using text or video on Instagram [@producedmoon](#)