# **Conference Personnel - Media Center Job Description**

**Media Center Personnel Responsibilities**

The Media Center Personnel is expected to carry out the following tasks:

* Oversee the Media Centre venue for - 185 Media (Including 39 DMC Journalists)
* General administrative work
* Able to coordinate facility logistics concerns, such as but not limited to, furnishing needs, air conditioning issues, general facility setup concerns.
* Able to coordinate technical support in basic IT issues, such as Vlan connectivity, printer support, and basic AV support for the media briefing room.
* Good understanding of the meeting schedules and venues to be able to assist journalist throughout the annual meeting
* Assistance with event related requests where you will have direct contact with the venue event manager
* Assist with food and beverage service in coordination with the venue event manager
* Basic tasks for Media Centre representatives
* Assist in manning the publication table in the Media Center and run other errands as required.

**Registration Personnel Required Skills**

A Registration Personnel must have the following:

* Customer service skills
* Excellent interpersonal and communication skills
* Computer and knowledge of Microsoft programs is essential
* Ability to work under pressure
* Well organized and reliable
* Confident and presentable
* Problem solving skills, able to make quick decisions
* Energetic, quick and on their feet
* Efficient, can work with minimum supervision
* Perform tasks professionally and diplomatically
* Handle information with strict confidence
* Must be able to interact with participants in English and assist DOC staff in communicating to local participants if  
  required.

*\*Registration personnel will report to the Venue Event Manager if your direct supervisor is not available*

*\*Conference Personnel must have an active mobile phone that he/she can be reached on when required.*