

**Job Title:** Program Assistant

**Organization:** Winchester Academy

**Position Type:** Part-time

**Position Overview:**

The Program Assistant is responsible for setting up the meeting room for speaker programs, ensuring proper operation of audiovisual equipment during presentations, and restoring the room to order after events. This role supports the smooth execution of programs by maintaining an organized and professional environment.

**Work Schedule:**

- When speaker programs are scheduled, report to the meeting area by 4:00 PM and remain until breakdown is complete, approximately 8:00 PM.

**Room Set-Up Tasks (Completed by 6:00 PM):**

- Check out room and kitchen keys from Library front desk.
- Set up chairs according to quantity and layout specified by the Executive Director.
- If additional seating is needed 10-15 minutes before the program, arrange extra chairs in both the main meeting space and overflow area if necessary.
- Set up the Winchester Academy framed sponsor board with the program sponsor's name on an easel at the front of the room.
- Position the Series Poster on an easel in the hallway at the main entrance.
- Hang the Winchester Academy vinyl banner on the podium.
- Arrange the following materials on counters and side tables (stored in a green bin in the kitchen storage room):
  - Board of Trustees name tags
  - Donation envelopes
  - Series flyers
  - Comment cards, pencils & receptacle for returned cards
  - Mailing list request slips
  - Sponsor name slips

- Assist the speaker with display items, brochures/pamphlets, books, CDs for sale, or other materials they may provide.
- Coordinate with hospitality host as needed.
- Provide security before the program for the items the speakers bring with them while they are out to dinner.

#### **A/V Set-Up and Operation Tasks (Completed Prior to Speaker Presentation):**

- Retrieve and set up laptop, microphones, and screen.
- Assist the speaker in loading their presentation onto the laptop, if not completed by ED.
- Test the sound system and troubleshoot as needed.
- Provide assistance during the presentation, such as advancing slides when requested.

#### **Breakdown Tasks (Completed After Speaker Concludes Remarks):**

- Collect any donations left and give them to the Treasurer or, if absent, to the Executive Director.
- Ensure chairs are properly stacked (no more than 25 per chair dolly) and returned to the storage room, with attendee assistance.
- Return all items to the green storage bin and place the bin back in the kitchen storage room.
- Store the laptop.
- Raise the video screen.
- Store microphones in the storage room.
- Turn off lights, close and lock doors, and return keys to the library desk.
- Store easels, posters, and banners appropriately.