



# PRINT CONFERENCE

## NSW-ACT, VIC, QLD Pre-Internship Conferences 2018 Get Involved!

### Local Team (Sydney, Melbourne, Brisbane)

2 x Convenors  
3 x Academic Officers  
2 x Logistics Officers  
1 x Sponsorship Officer  
1 x Promotions & Social Officer

### National Team

National Treasurer  
National IT Officer  
National Publications Officer  
National Academic Advisor  
National Partnership Advisor  
National Strategy Advisor  
National Research Advisor

## Roles & Position Description

### 1. Convenor

Time commitment: 5-6 hours per week

Ideal candidate: final year medical student or junior doctor

Responsible for overseeing the event organisation, this senior leadership position is ideal for someone with maturity and previous experience as a team leader.

Tasks include:

- a. Holding and overseeing team meetings locally; liaising with all members as required and manage the workload & wellbeing of individual team members
- b. Ensure a great delegate experience prior to, and at the event
- c. Establish a timeline for main tasks/deadlines
- d. Ensure goals are met, that tasks are completed within the agreed timeline and that the team is functioning well together
- e. Work closely with National Treasurer for expenditure
- f. Forward thinking: backup plans in case of unforeseen circumstances

## 2. **Academic Officer**

Time commitment: 3-4 hours per week

Ideal candidate: final year medical student or junior doctor

Responsible for overseeing Conference's academic program. Tasks include:

- a. Use existing data & feedback from previous years to ensure workshop topics are based on needs of graduating medical students
- b. Contacting keynote speakers, panel members and workshop facilitators
- c. Collate delegate handbook's academic content (timetable, speaker profiles)
- d. Work closely with a group of University Representatives (final year students from each University) to produce an academic program of high standard

## 3. **Logistics Officer**

Time commitment: approximately 4 hours per week

Ideal candidate: any medical student or junior doctor

Ensure the smooth running of the event. Tasks include:

- a. Obtain quotes and selecting a suitable venue for the 2018 Conference
- b. Oversee the global logistics for venue and for Conference materials needed
- c. Work closely with the National Publications Officer in preparing accurate and detailed information for delegates via the conference handbook
- d. Recruit and allocate tasks for event volunteers for logistical support on the day where needed e.g. workshop allocations & general assistance

## 4. **Sponsorship Officer**

Time commitment: approximately 3 hours per week

Ideal candidate: any medical student or junior doctor

Responsible for liaising external companies. Tasks include:

- a. Liaise with past/existing sponsors and identifying new sponsors
- b. Negotiate packages based on sponsor requirements
- c. Work closely with the National Publications & IT Managers to ensure that sponsors' requirements are met (e.g. logo inclusion, advert insertion)
- d. Work with the Promotions Officer in sourcing prizes for giveaways

## 5. **Promotions & Social Officer**

Time commitment: approximately 4 hours per week

Ideal candidate: any medical student

Brand awareness, engagement & advertising. Tasks include:

- a. Work closely with the University Representatives to ensure all graduating students across the local universities are aware of important dates
- b. Organise the promotions timeline including competitions & delegate emails
- c. Work closely with the National Publications & IT Managers in brand awareness, posting announcements/updates prior to & during the event
- d. Choose a suitable venue for the Conference's social function

## 6. **National IT Officer**

Time commitment: approximately 3 hours per week

Ideal candidate: any medical student or junior doctor

Overseeing our online presence. Tasks include:

- a. Updating website content & ensuring information is accurate & accessible
- b. Creating and maintaining email accounts for team members
- c. Providing technical assistance on social media, if required

## 7. **National Publications Officer**

Time commitment: approximately 3 hours per week

Ideal candidate: any medical student or junior doctor

In charge of branding/theming for all 3 PRINT Conferences, on a national level.

Experience using Photoshop/InDesign or similar is essential. Tasks include:

- a. Oversee the visual aspects of the event in various cities
- b. Work closely with relevant team members in designing current promotional content e.g. banners, posters, social media images
- c. Responsible for branding/formatting/design of all other Conference materials (invitation letters, delegate handbook, sponsorship & partnership prospectus). NB: existing publications can be used/updated



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## 8. National Treasurer

Time commitment: approximately 3 hours per week

Ideal candidate: any medical student or junior doctor

Oversee budgets for all three Conferences by working closely with the local Convenors and Logistics Officers, record expenditure & ensure accounts are accurate, inspect quotes/receipts, issue sponsorship/partnership invoices & provide reimbursements for expenses where applicable

## 9. National Project Manager

Time commitment: approximately 3 hours per week

Ideal candidate: senior medical student or junior doctor

Responsible for overseeing a particular project or initiative, based on your area of interest. To provide leadership on some of our existing projects:

- Collection of short videos for clinical/procedural skills
- Internship guides & resources
- Pre-Internship Transition Checklist
- Survey gauging preparedness for internship
- Initiatives focusing on mental health & wellbeing of students and trainees

## Desired Characteristics & General Expectations

- Strong interest in improving medical education
- Ability to work independently as well as within a team environment
- Good communication & interpersonal skills
- Leadership experience desirable, although not essential
- Commitment to project (meet deadlines, attend team meetings)
- Time commitment is an estimate - more time may be required closer to the event
- Attend the Conference on the day (free ticket provided) and assist with logistics
- Contact the Convenor and/or National Team for advice and guidance



**Good luck, we look forward to receiving your applications!**