



Learning Unlimited

Job Description: Zoom Host

Role

Act as Zoom Host for online lectures. Work in partnership with LUE MC and Lecturer.

Skillset

Very comfortable with the use of computers and the Internet for complex tasks;

Ability to quickly learn new tools;

Previous experience hosting Zoom meetings and/or webinars would be valuable, but is not essential—training and mentorship will be provided.

Responsibilities

Introduce lecture presenters to the protocols used by LUE in delivering lectures over Zoom, and provide help as necessary to prepare them;

Use Zoom tools to configure Zoom webinars;

Operate Zoom webinars from behind the scenes.

Schedule Commitment

LUE offers 3 lecture series in the Fall and 3 lecture series in the Winter, consisting of 8 to 10 lectures per series (Tuesdays, Wednesdays, Thursdays). *A Zoom host is typically responsible for one lecture series per season.*

Before registration opens, the Zoom host configures the webinar, which takes an hour or two.

Prior to a Series, the Host holds a Zoom meeting with the lecturer and emcee to review the protocols, understand the lecturer's A/V needs, assess his or her network connection, and generally ensure a technically smooth and professional presentation. Such meetings typically take about an hour, and sometimes 2 or (occasionally) 3 are required.

Initial training and preparation for the Zoom host role may also require a significant time investment, but this can be spread over a season.