

# Middle East FORUM of Falmouth

## Part-time paid Internship: Zoom technical support

The Middle East Forum of Falmouth is looking for an intern with excellent Zoom management skills to **serve as the Zoom technical support for a series of five webinars this summer**. The intern would need to be available to run Zoom webinars from his or her home office on these dates and times:

Sunday June 22 @ 4:30 – 6:00 PM

Sunday July 13 @ 11:30 AM – 1:00 PM *\*\*Note that this lecture is earlier than all others.*

Sunday July 27 @ 4:30 – 6:00 PM

Sunday August 10 @ 4:30 – 6:00 PM

Sunday August 24 @ 4:30 – 6:00 PM

Each webinar includes a 'Host' who opens the session, a 'Moderator' who introduces a speaker and moderates a Q&A session, and a 'Speaker'. The intern would be expected to:

- Ensure that the Zoom webinar is open in "practice mode" for the three participants to test their audio and video, and generally get comfortable. (4:30 – 5:00)
- Open the Zoom to the registrants at 5:00, and between 5:00 and 6:00 ensure that the appropriate speaker appear on the screen and that the others are muted.
- Ensure that any graphic or PowerPoint support materials are on-screen for the audience at the appropriate time.

Not required, but we'd also be interested in having the intern help with minor editing of the Zoom recording, putting it in the appropriate file format for YouTube and for local TV stations to air. Editing consists primarily of deleting dead space in the recording (generally at the beginning of the event) and NOT editing the presentation. This task should be completed by the Monday following each lecture.

The intern will be considered an independent contractor and will not be an employee of MEFF.

Pay will be on an hourly basis at \$35/hour.

The Middle East Forum of Falmouth (MEFF) is a volunteer-led 501(c)3 non-profit organization that promotes better understanding of the Middle East through lectures and public discussions. [www.meff.world](http://www.meff.world)

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