Facilitators’ Mantra – Create Culture

By Sharing In:

- Creating and maintaining the GUILDit brand and standards
- Keeping a smooth flow to the meetings by being a team member that cues each other to contribute their part. Also, overcoming any media, team members or presenters’ mishaps that can occur.
- Attending a prep meeting (face-to-face at first then via phone) before each monthly event. At prep meetings determine future presenters, panelists and see to details regarding meeting flow, etc..
- Being moderators that field questions. Help rephrase questions if necessary, so they are getting to the heart of the matter without being over critical, silly, etc..
- Reviewing presenter’s applications for professionalism, well roundedness and uniqueness. Determine if they qualify to present or coach them on what is needed before they do so.
- Recruiting and prepping presenters and panelists on the guidelines.
- Contribute to social media during events and throughout the month
- Bringing your own authenticity to the team and position.
- (Eventually) Having input on what additional programs will be offered. These may include: Themed pop-ups in the metro like ‘Best Of’ // Themed months like ‘Women Only’ presenters in March and ‘Where Are They Now’ // A social alumni network for presenters // Post-critiquing and ed components for presenters // KCArt ThinkTank // KCHitRecord // Suggesting other components to address audience, Facilitators and Presenters needs.
- Possible filming the events and posting them on line. These facilitators receive increase pay.

**Benefits:** Building a community in the KC arts // Being seen as a leader // Being prominent in the minds who attend and those who hear of your involvement - opening you to other opportunities // Being part of a leadership team // Being inspired by KC artists // Finding and fine-tuning your niches for when you present, in your art and in your business.

**Average Hours:** The first few months ~8 hrs/month. Eventually going down to ~5 hrs/month.

**Pay:** A stipend of $75-100/event, paid bi-annually.

*This job description is subject to change based on the team member’s talents and the GUILDit growth.*