

Moderator Role Description

Updated on Jan 15, 2022

Quantum Photonics Club (QP) is a non-profit organization aiming to promote science and cutting-edge technologies to the public by hosting live educational panels. We are looking for a passionate and creative Moderator to join our team. As a Moderator, you will be privileged and responsible for the facilitation, engagement and guidance of a panel to ensure that the panel is conducted appropriate, positive and constructive and adhere to QP's rules.

Responsibilities

- Schedule the panel presented by QP accordingly.
- Manage the panel discussion flow and establish friendly atmosphere to ensure the space where the conversation takes place is a positive and polite one that promotes interaction or idea exchange between participants.
- Plan and provide panel topics, encourage participants to share opinions, ask or answer questions, guide the panel to stay on topics and avoid inappropriate behaviors professionally according to QP guidelines.
- Manage time effectively and act as a neutral participant by holding each participants the same time limits and ensuring each voice is heard during the conversation fairly with the same value.
- Assist invited guest speakers if needed to prepare the special panel before or during the event.
- Communicate with cross-functional global team effectively and transparently and provide constructive feedback.
- Adhere to all QP rules and regulations.

Qualifications

- At least 18 years old.
- Great team player and communicate with other members of the committee in a timely manner
- Excellent organizational and leadership skills
- Active listener
- Fast learner
- Critical thinker and problem-solving skills
- Excellent time-management skills
- Great interpersonal, presentation and communication skills
- Be enthusiastic, attentive and positive
- Past experience of moderation is preferred, but not required

Benefits

- Privileged to have authority to present QP with trust.
- Great, highly motivated team members with diverse background, culture and personalities

- Enormous opportunities to learn and practice important skills, such as teamwork, communication, problem solving, project planning, task management and organization skills, which can be used to advance your career unintentionally.
- A safe and professional place to make you connect with others, expand your network and boost your social skills.
- Bring fun and fulfillment with renewed creativity, motivation and vision that can carry over into your personal and professional life.
- Unique experience to pick up practical business insights while growing along with QP and show off your brilliance and see your ideas or opinions being implemented.
- Minimized supervision with freedom, creativity and work flexibility to take your own initiatives
- Certificate of appreciation will be awarded and reference letter may be provided under requirement for anyone with high-performance and high-contribution.

How to apply

- Complete QP Moderator Sign Up Form via <https://docs.google.com/forms/d/e/1FAIpQLSdfIQTGEpZZRDTimZYHwA55g5xfjms3UeNXosErwSu21-BQSw/viewform>
- You will hear us back within 2 week timeframe after submission.

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