



Join the
ISSE
Committee

ISSE Call for Applicants: Events Co-ordinator

[Voluntary Role]

Outline of Role:

To develop, organise and manage ISSE events.

Responsibilities:

- Design society events (in-person and online)
- Liaise with contributors to ISSE events (e.g. speakers)
- Contact potential venues for hosting of in-person events
- Create promotional material for events (to be delivered to the Design and Branding Officer)
- Manage the society's Eventbrite account and create Eventbrite events pages (sharing with web and social media teams for distribution)
- Manage the society's Zoom account; provide Zoom meeting details to the Web Team for distribution amongst members
- Create themes for forthcoming events

If you think you may be right for the role and are looking for a creative position to help our society promote research and interest in Egyptomania, then please contact us at:
web.egyptomania@gmail.com.

www.issegyptomania.com

