

## 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 panelist** 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 // KC Art 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.*