



## IEEE Ottawa Robotics Competition Compétition de robotique d'Ottawa d'IEEE

# Volunteer Postings

Last Revised: September 20, 2017

### **Lego Team Member**

Number of positions available: To be determined, but probably 3 to 4.

Short description: Lego team members will be focused on making new Lego challenges for the competition and preparing demos for external promotional events. You may also provide assistance during workshops and work periods for students.

#### Requirements:

- Willingness to learn and passion for Lego Mindstorms
- Bilingual in English and French (asset)
- Time commitment of 2 – 3 hours a week (estimated)

Closing date: October 6, 2017 at 11:59 pm

### **Registration Chair**

Number of positions available: 2

Short description: Registration Chairs maintain registration spreadsheets and data for the competition, facilitate requirements from the Event Planning Committee (lunch lists, T-shirt lists, etc.), and communicate to team supervisors regarding registration.

#### Requirements:

- Familiarity with Google Sheets
- Experience with Java Script / Google Scripts (preferred)
- Bilingual in English and French (asset)
- Time commitment of 2 – 3 hours a week (estimated), higher towards early April and early May

Closing date: October 6, 2017 at 11:59 pm

## **Event Planning Chair**

Number of positions available: 1

Short description: The Event Planning Chair will plan, implement, and execute all plans for competition day.

### Requirements:

- Past experience with event planning
- Past experience with the ORC (preferred)
- Familiarity with Java Script / Google Scripts (preferred)
- Time commitment of 2 – 3 hours a week (estimated), closer to 10 hours a week in May

Closing date: October 6, 2017 at 11:59 pm

### Additional Notes:

- You will work with the existing team, which includes the past Event Planning Chair.

## **Webmaster**

Number of positions available: 1-2

Short description: Webmasters will redesign of the ORC website to improve navigation and maintain website as needed by ORC Committee members.

### Requirements:

- Experience with HTML, PHP, and WordPress
- Bilingual in English and French (asset)
- Time commitment of 2 – 3 hours a week (estimated)

Closing date: October 6, 2017 at 11:59 pm

## **Graphics Designer**

Number of positions available: 1

Short description: Graphics designer will produce all graphics required for the competition (ads, certificates, T-shirt design, etc.).

### Requirements:

- Familiarity with Adobe InDesign and other similar programs
- Bilingual in English and French (asset)
- Time commitment of 2 – 3 hours a week (estimated)

Closing date: October 6, 2017 at 11:59 pm

### Additional notes:

- Please send pictures (links to your work is also acceptable) of your portfolio to [orcinfo@ieeeottawa.ca](mailto:orcinfo@ieeeottawa.ca) with the subject line "ORC 2018 – Graphics Design Portfolio" after submitting your general application on our website.
- Preference given to Carleton University Interactive Multimedia and Design students.

## **Promotional Video Producer**

Number of positions available: 1-2

Short description: Promotional Video Producers will produce a promotional video for the ORC 2018 prior to January 2018 and manage our YouTube channel. You may be asked to produce a couple other videos for the competition up until May 2018.

### Requirements:

- Must possess or have access to camcorder or similar device
- Experience with video editing software
- Time commitment of 2 – 3 hours a week (estimated)

Closing date: October 6, 2017 at 11:59 pm

### Additional notes:

- Please send links to your work to [orcinfo@ieeeottawa.ca](mailto:orcinfo@ieeeottawa.ca) with the subject line "ORC 2018 - Video Portfolio" after submitting your general application on our website.
- Preference given to Carleton University Interactive Multimedia and Design students.

## **External Communications Officer (Twitter, Instagram, SnapChat, etc.)**

Number of positions available: 1-3

Short description: External Communications Officers maintain the ORC social media pages.

### Requirements:

- Experience with at least one of the listed social media platforms
- Bilingual in English and French (asset)
- Time commitment of 2 hours a week (estimated)

Closing date: October 6, 2017 at 11:59 pm

## **Patronage (Sponsorship) Chair / Representative**

Number of positions available: 2

Short description: Patronage Chairs / Representatives will seek new patrons / sponsors for the ORC and act as liaisons between the ORC Committee and the patron.

### Requirements:

- Previous experience with patrons (asset)
- Have existing contacts within industry (asset)
- Bilingual in English and French (asset)
- Time commitment of 2 hours a week (estimated), but more towards May

Closing date: October 6, 2017 at 11:59 pm

### Additional notes:

- The current Co-Chairs will coordinate a transition of existing patrons for you to manage over the remainder of their term.

## **Vice Chair**

Number of positions available: 2

Short description: Vice Chairs will assist the Co-Chairs to ensure the success of the competition. You will have a higher chance of being appointed as Co-Chairs of the ORC by September 2019 or sooner.

### Requirements:

- Previous leadership experience for events with large budgets (\$10k minimum, \$20k+ preferred)
- Previous experience with the ORC (as competitor, volunteer, etc. - preferred)
- Commitment to continuously stay with the ORC for about 4 years
- Bilingual in English and French (preferred)
- Time commitment of 2 – 3 hours a week (estimated), but higher in May

Closing date: December 22, 2017 at 11:59 pm

### Additional notes:

- Please send in your resumé and contact information (phone number and email) for 3 references to [orcinfo@ieeeottawa.ca](mailto:orcinfo@ieeeottawa.ca) with the subject line "ORC 2018 – Vice Chair Application" after submitting your general application on our website.
- For the ORC 2018, your primary responsibility will be to familiarize yourself with the competition.