

POSITION: MEDIAZONE VOLUNTEER

STRUCTURE CHARACTERISTICS

The **Mediazona Volunteer** role provides students with the opportunity to gain practical experience in a professional media environment while supporting Mediazona activities, events, and projects. Volunteers work alongside Mediazona staff and student team members and may assist with audiovisual productions, events, workshops, and other Mediazona activities according to their availability and the needs of the department.

The role provides students with an opportunity to develop practical media, communication, teamwork, and organizational skills while becoming part of the Mediazona student community.

Position: Casual and Scheduled Volunteer

Duration: Flexible, based on availability and event or project requirements

Training: Mandatory training sessions are provided. Training schedules may vary from year to year.

RESPONSIBILITIES & DUTIES

Training

- Participate in required Mediazona training sessions to develop the knowledge and skills necessary for assigned tasks.
- Follow instructions and seek clarification or support when required.

Mediazona Policies & Professional Conduct

- Follow Mediazona policies, procedures, guidelines, and rules.
- Maintain a professional and respectful attitude when interacting with students, staff, faculty, and external collaborators.
- Respect the Mediazona culture, values, and professional standards.

Audiovisual & Event Support

- Assist with audiovisual tasks assigned by Mediazona staff or authorized student team members.
- Support Mediazona productions, events, workshops, and other activities as required.
- Assist with the preparation and organization of equipment and materials for events and productions.

Teamwork & Communication

- Communicate effectively with Mediazona staff, student team members, and event participants.
- Work collaboratively with other volunteers and members of the Mediazona team.
- Ask for assistance or clarification when unsure about a task or procedure.

Reliability & Flexibility

- Arrive on time for scheduled shifts, training sessions, and assigned activities.
- Be reliable and flexible according to the requirements of events and projects.
- Inform the relevant Mediazona staff member as early as possible if unable to attend a scheduled activity.

Other Duties

- Undertake other Mediazona-related tasks as required and appropriate to the volunteer's level of training and experience.

QUALIFICATIONS

- Interest in media, audiovisual production, technology, or creative activities.
- Willingness to learn and develop new skills.
- Good communication and teamwork skills.
- Reliability and a positive attitude.
- Previous audiovisual or media experience is an advantage but is not required.

CONTRIBUTION TO STUDENT DEVELOPMENT

The Mediazona Volunteer position is an unpaid volunteer role. Volunteers contribute their time according to their availability and the requirements of Mediazona activities, events and projects.

Volunteering with Mediazona provides students with opportunities to:

- Gain practical experience in media production and audiovisual activities.
- Develop teamwork, communication, and organizational skills.
- Gain experience supporting University events and productions.
- Work alongside experienced Mediazona staff and student team members.
- Explore areas of media production and develop practical skills that can contribute to their future academic and professional development.