# **Executive Committee Roles**

#### If you have any questions regarding the roles below, please feel free to email the Hackathon Director at alexandra.manciu@univ.ox.ac.uk

#### **Sponsorship Director**

You will be involved in securing sponsorship from new sponsors and retaining the relationships we have with our sponsors from last year. You will be involved in updating and detailing our sponsorship pack, which includes, besides sponsorship money, the other benefits sponsors can bring to our event, and sending the pack to a selection of companies during Trinity and over the long vacation. Your job will then be to maintaining a liaison with the companies up until the day of the Hackathon, to ensure that the contributions from the sponsors meet a defined goal, and greet the sponsor's representatives on the day of the hackathon. The sponsorship director will work closely with the Hackathon Directors to maintain multiple relationships with sponsors. Experience dealing with sponsors is a huge plus. Organizational and interpersonal skills are key. As a result, you will be in direct contact with many of the most prominent firms in the world of tech.

## **Marketing Director**

You will be responsible for developing and monitoring the hackathon's social media, across Twitter, Instagram, Facebook, advertising ourselves on hackathon event websites, and reaching out directly to other hackathon events for mutual support. You will also help the Hackathon Directors with how to brand the event, as well as coordinate with other societies in Oxford. If you have a passion for marketing, want to be involved in a large event, and want to meet amazing people, this is the role for you!

#### **Design Director**

You will be responsible for creating graphics for the new website, as well as other graphics and banners for use at the Hackathon. You will work with the IT director to create an incredible website for this year's hackathon. Previous graphic design experience is a must for this role, and web design experience is highly preferable as well. You will be able to add any work to your portfolio, as well as interact with companies with profound graphic designing departments.

#### **Logistics Director**

You will ensure that the event is adequately catered and that all of the needs of all of our hackers are met. It will also include organizing lighting, sound, and audio and video recording, event timetabling, venue booking, and possibly sorting out accommodation. This role is well-suited for those that are extremely well organized. You will be able to interact directly with many of the onsite representatives, many of whom will be recruiters, and help them set up!

## **Personnel Director**

You will be responsible for recruiting volunteers, finding experts/university professors to speak at the event, timetable volunteers, and be in charge of the day-of-the-event team. You will also assist in directing food catering/accommodation in coordination with Logistics Director, and with the IT Director/Hackathon Directors on selecting participants and recruiting judges for prize selection guidelines. If you want to experience in a managing role at a large event, or are just interested in general, we encourage you to apply!