



The Quantum Management System

Coordinator for Videos

Volunteer/Stakeholder

Role & Responsibility

The Video Coordinator is responsible for self-coordinating the various practical activities to help promote the QMS directly to the general public via its various video platforms, YouTube, BitChute, Vimeo and Rumble working in liaison with the QMS Steering Team directly.

The Video Coordinator will be entirely responsible for the ensuring of video schedules, making sure that regular weekly lives, videocasts and public zoom meetings are held. They are also responsible for securing participants and speakers, interviews etc. and of securing volunteers to engage in making 'Street Talk' videos across Australia. The number of videos may grow as momentum gains, and so the role will have more time and responsibility involved – please take this into consideration prior to taking on this role. All video slots need to be planned and fixed well in advance with the people taking part – the content and material to be discussed so that it fits the time allocated and does not clash with other events and promotions. Videos and schedule need to be regularly promoted in advance as well as updated and added to, uploaded into the QMS website and to be shared widely on social media platforms so that people can see what is coming up and when. There will need to be a mix of broadcasting times for 'live' events to capture participant availabilities (certain age groups may not be available in the evenings).

The Video Coordinator will not be micro-managed and will be left to take responsibility for video/film in general. However, as video material is a key component of promoting the QMS, the Steering Team have 100% control and oversight on all matters regarding video material before it is uploaded to the video maker once ready, converted etc. (liaising directly with them). The weekly meeting is also a way of ensuring the Steering Team and Website Coordinator are all on the same page and know what is going on and to stay in the loop together. This way the QMS Steering Team can offer their thanks, gratitude and appreciation for the Coordinators' work and to all those concerned in the coordinating and volunteering process.

Video			Coordinator/Facilitator:		
Manage Schedules	Coordinate Guests and Interviews	Coordinate 'Street Talk' Video's	Promote Video Events	Share Video's with Video-Maker	Liaise with QMS Steering Team
To manage and coordinate the video broadcast schedule of speakers, guests, interviewees and 'Street Talk' videos	To seek, book, and organise the speakers, guests, and interviewees for scheduled videos and ensure reminders.	To plan and coordinate a team of volunteers to make 'Street Talk' videos across all states and territories, ensuring whole of Australia is covered.	To promote all video based events to social media and via website.	To upload to and/or share as appropriate the finished/converted video to the video maker as soon as possible, with notes of what the video was about.	To liaise with the QMS Steering Team once per week, and additionally when necessary.
	Arrange and schedule interviews with Graham, Graeme, Matt, Caron and other QMS personalities onboard and any other potential Media Personalities				

- Additional Coordinator and Volunteer roles may become evident or expanded as the journey progresses – these will be advertised as necessary.