

Job description

Master of Ceremony

Job description

- Collaborate with your teacher and other event organisers and prepare the *Order of events*.
- Collaborate with your teacher and other event organisers and prepare introductions for the guest speakers.
- Collaborate with your teacher and other students and practice facilitation skills so that you can manage question time effectively.

Selection criteria

Essential skills and knowledge

- Public speaking skills: You are good at talking to groups of people.
- Good interpersonal and teamwork skills: You are good at working with other people.
- Organisational and time management skills: You are organised and on time.

Desirable skills and knowledge

- Group facilitation skills: You help groups of people to work together.



Address the selection criteria

Master of Ceremony

Step 1. Think about the job

Read the job description.

Read the selection criteria.

Job description

Collaborate with your teacher and other event organisers and prepare the *Order of events*.

Collaborate with your teacher and other event organisers and prepare introductions for the guest speakers.

Collaborate with your teacher and other students and practice facilitation skills so that you can manage question time effectively.

Selection criteria

Essential skills and knowledge

Skills you **must** have

Public speaking skills.

Good interpersonal and teamwork skills.

Organisational and time management skills.

Desirable skills and knowledge:

Skills that are **good** to have

Group facilitation skills.

Read the selection criteria again

Tick those skills that you have.



Step 2. Address the selection criteria

Look at this example:

The diagram shows a central box containing text. Three callout boxes point to specific parts of the text:

- 1. Write the headings** points to the headings 'Essential criteria' and 'Desirable criteria'.
- 2. You say the skill you have** points to the sentence 'I have public speaking skills. I talk at school assemblies and do drama.'
- 3. The example** points to the entire text block.

Essential criteria

I have public speaking skills. I talk at school assemblies and do drama.

I have good interpersonal skills because I get along with my teachers and students in my class.

I am very punctual – always on time.

Desirable criteria

I have managed by brother and sister.

Now write how **you** meet the selection criteria on a separate sheet of paper.

Write about each skill and knowledge listed in the selection criteria.

- Use headings.
- Write a sentence that says the skill that you have.
- Write a sentence about when you have used this skill.



Step 3. Write a covering letter

Read this example:

Dear Mr George

My name is [Write your name] and I would like to apply for the Master of Ceremony role.

Please find attached a paragraph that shows how I meet the selection criteria. I have included my resume.

I would really like to be considered for this role because I am good at talking to people.

Yours sincerely,

[Write your name]

Now write **your** covering letter on a separate sheet of paper.

Write about:

- Who you are.
- What job you are applying for.
- What documents you are giving them.
- A sentence about why you will be good at the job.

Step 4. Make your job application.



Put these 3 documents together:

- Covering letter that you have written.
- Your address to the selection criteria document.
- Your resume.

Give your application to your teacher.



My work plan

Make your work plan with _____

Name: _____

Event: _____

Role: _____

Tasks:

- _____
- _____
- _____
- _____
- _____

People who can help me

- _____
- _____
- _____

