

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.
- Good interpersonal and teamwork skills.
- Organisational and time management skills.

Desirable skills and knowledge

- Group facilitation skills.



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 would be **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:

1. Write the headings

Essential criteria

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

I had 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.

2. You say the skill you have

3. The example

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

- _____
- _____
- _____

