Facilitating Racial Equity Collaborative (FREC)
2020 Virtual Conference
Producer Role and Responsibilities

Overview

The producer role is a volunteer role and supports the presenter, the participants, and the technology. The producer makes the session run smoothly, troubleshooting technical issues for anyone attending the session, loading polls and even co-facilitating content (which helps change the dynamics with the new voice), if appropriate and in consultation beforehand with the presenter.

In working with the facilitator, producers can cover all of the technical elements, allowing the facilitator to do what they are there to do: deliver the session objectives and guide the learners through the session content. A producer can help transform virtual training into trouble-free, fast moving, interactive events that keep learners involved and the presenter on track. In short, the presenter can stay focused on content while the producer takes care of everything else.

The producer is the safety net that separates a very successful live event from one that is chaotic, unorganized, and unprofessional.

Volunteer Qualifications (These are ideal; however, if someone is willing to learn and get up to speed, they are welcomed.)
- Comfortable with technology - using a laptop, hardwiring a laptop to the internet, troubleshooting computer issues. Hardwiring a laptop to the internet means that your laptop is connected via an ethernet cable directly to the source of your internet router. **Connect** one end of the Ethernet **cable** to the RJ45 port on your **laptop**. **Connect** the other end of the Ethernet **cable** to an available port on the router. Wait while the operating system and the router establish a network **connection.**
- Be familiar with virtual, online platforms - Zoom, YouTube, WebEx, GoToMeeting, etc.
- Have a working and reliable internet service or have access to a working and reliable internet that they can use without interruption when working with a presenter.

Volunteer Responsibilities
- Providing technical support for workshop participants by answering questions in chat about Zoom features.
- Launching polls or other interactive tools required by the presenter
- Creating chat rooms
- Opening and closing chat rooms
- Keeping time checks with the presenter
- Stepping in temporarily for the presenter, if needed

The last one is vital. If the presenter's audio disconnects or their internet connection drops, then the producer can load slides, take control of the presentation, and hold the participants while the facilitator reconnects.

10 Virtual Classroom Team Teaching Tips: The Instructional Producer

Requirements
- The producer must agree to attend at least one mandatory training with the FREC Event Planner.
- The producer and the presenter shall do, at minimum, two rehearsals of the content before going live. The goal is to practice each step of the session, including running through all PowerPoints and exercises
- The producer must have a working laptop and an ethernet cable that can connect to the internet directly.
- The producer cannot rely only on a Wi-Fi network
- The producer must have a quiet area - free from noise or distraction - where they/she/he will stay while conducting the session to which they/she/he are assigned.