

VIEWING ROOM ATTENDANT

The Role

- The Viewing Room Attendant is a key front-line position that supports the convocation experience by managing the livestream viewing room. This individual ensures the space is welcoming, organized and technically functional for guests who choose to watch the ceremony remotely within the venue.
- Proactively greet guests with enthusiasm and positivity and share in their excitement of the day.

The Commitment:

- Attend a mandatory 30-minute virtual orientation session focused on emergency procedures and key event information.
- Participate in any required role-specific training as directed. Additional details will be provided closer to the event date.
- Must be available for the full duration of scheduled convocation ceremonies, including time before and after for set-up and cleanup.
- **May involve light physical activity such as lifting chairs or supplies.**
- **Requires periods of standing or walking within the viewing room during ceremonies.**

The Experience

- Great opportunity to enhance your skillset and support a special community event.
- One branded t-shirt will be provided at your first shift. You will be expected to bring the shirt for any following shifts.
- Comfort with basic technology (laptops, projectors, internet browsers).
- Strong time management and organizational skills.
- A friendly, approachable and professional demeanor.

For more information please email:
ambassadors.convocation@uwaterloo.ca.