

Job description

Master of Ceremony

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- 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. Planning to apply for the job

- **Read** the job description.
- **Read** the selection criteria.
- **Tick** those skills that you have.

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Step 2. Address the selection criteria

Read the example:

Essential criteria

I have good public speaking skills. Every week I speak at our school assemblies.

I work very well in two teams: with the tuckshop team on a Friday and with my netball team.

I do well at organising my belongings and I never lose anything. Importantly, I am never back late to class.

Desirable criteria

I have some experience with group facilitation skills from when I led our group on a science excursion in Year 8.

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 of a covering letter:

Dear Mrs Smith

My name is _____
and I would like to apply for the Master of Ceremony role.

Please find attached a paragraph that explains how I meet the selection criteria and my resume.

I would really like to be considered for this role because I have strengths in...

Yours sincerely,

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**.
- Your **resume**.

Give your application to _____.



My work plan

As the _____, my job will be

- _____
- _____
- _____
- _____
- _____

People who can help me

- _____
- _____
- _____

