



Women in Cable
Telecommunications™
Rocky Mountain

WICT RM Director, Tech It Out

RESPONSIBILITIES:

- Assume primary responsibility for leading WICT RM Tech It Out, leading theme and speaker ideation with our advisory team, securing speakers, and leading a team of committee chairs to execute on the vision for Tech It Out each year.
- Takes personal leadership over:
 - Content strategy (keynotes & panels)
 - Constructing and managing budget with Finance team
 - Maintain goals for attendance, sponsorship and student participation.
 - Attract and recruit committed WICT members to the TIO Committee – provide clear leadership, mentorship, and direction to all committees.
- Provides strategic leadership and advice for committee chairs in the areas of:
 - Event planning & logistics
 - STEM Student opportunities at the event
 - VIP event planning and execution
 - Program Management – creating and maintaining timeline and project to ensure all elements are in process/completed on time and on budget.
 - Marketing execution and virtual platform updates
 - Event and video production
- Works with other WICT leaders on:
 - Marketing and Social Media strategy
 - Sponsorships (to targets companies)
 - Strategic Partner involvement in event
 - Community outreach and participation strategy (education, media, and industry)
- Coordinate and foster outstanding community presence across the industry, media related fields and educational institutions.
- Fulfill WICT Rocky Mountain Chapter BOD duties, and provide updates at applicable board meetings.

TIME COMMITMENT:

- All Board positions are a 2-year commitment
- Monthly Board Meeting
- Monthly Executive Meeting
- ~4 hours per week for different tasks assigned above, July-November most active time
- Expectation to participate in WICT events whenever possible (~2 times per month)
- Additional time as needed