Conference Volunteer Positions

Job descriptions for roles specific to conference needs.

- iLRN Conference Organizing Committee Members
- Ad Hoc Volunteer Roles
- Student Volunteers

iLRN Conference Organizing Committee Members

Everyone at iLRN is a volunteer, but the organizing committee members represent the dedicated heavy-lifters of our team.

More information to come about the support for these pivotal roles!

Ad Hoc Volunteer Roles

Volunteer Position: Infodesk / Greeter (In-Person)

https://www.immersivelrn.org/volunteer/conference-infodesk-greeter/

Location: Illinois Institute of Technology

Commitment: Based on the conference schedule, typically 3-4 hour shifts during the event.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are committed to creating engaging and supportive experiences at our conferences and seeking friendly, enthusiastic volunteers to welcome attendees.

Position Overview: iLRN seeks welcoming and organized volunteers to staff our information desk and greet attendees at the in-person event. This role is crucial in creating a positive first impression and helping attendees navigate the conference experience. Infodesk/Greeters will assist with registration, answer questions, and direct participants to the appropriate locations.

Key Responsibilities:

- Welcome attendees warmly and assist with the check-in/registration process
- Provide information about the conference schedule, venues, and activities
- Answer questions and direct attendees to appropriate sessions or services
- Distribute conference materials and branded items
- Troubleshoot basic registration issues
- Assist with special accommodations as needed
- Report any concerns or issues to the conference coordinator

What's in it for you?

- An opportunity to connect with professionals in the immersive learning community
- Free access to conference sessions when not on duty
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition and appreciation for your contribution to our cause
- Professional development in event management and customer service

Qualifications:

- Friendly, approachable demeanor and excellent interpersonal skills
- Basic knowledge of conference operations
- Ability to remain calm and helpful in a fast-paced environment
- Reliability and punctuality
- Problem-solving skills and initiative
- Interest in immersive learning technologies (knowledge of the field is a plus)
- Previous volunteer or customer service experience is beneficial but not required

How to Apply: Interested volunteers can submit the interest form on the volunteer website or emailvolunteers@immersivelrn.org. Please use the subject line "Infodesk/Greeter Volunteer Application—Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Volunteer Position: Presentation Assistant

Location: Illinois Institute of Technology OR Online (Remote) (please specify your preference)

Commitment: Based on the conference schedule, typically 2-4 hour shifts during virtual events.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are enhancing our virtual conference experiences and seeking detail-oriented volunteers to support our presenters and attendees in online environments.

Position Overview: iLRN seeks tech-savvy and attentive volunteers to serve as Presentation Assistants for our virtual events. This role ensures smooth presentations and positive experiences for presenters and attendees. Presentation Assistants will work with Zoom or similar interfaces in Cvent to support virtual sessions.

Key Responsibilities:

- Assist presenters with technical setup before sessions begin (in-person efforts may differ slightly from remote efforts)

- Manage virtual waiting rooms and facilitate participant entry (remote)
- Monitor chat for questions and relay them to presenters at appropriate times (remote and in-person)
- Assist in-person attendees with microphones to facilitate questions and proper recording.
- Help troubleshoot basic technical issues for presenters and attendees
- Manage screen sharing, slides, and other presentation elements as needed
- Time presentations to ensure sessions run according to schedule
- Take attendance and notes on session participation
- Coordinate with Tech Support volunteers when more complex issues arise

What's in it for you?

- Develop skills in virtual event management and facilitation and/or hybrid in-person and online events.
- Access to expert presentations and discussions in the immersive learning field
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition and appreciation for your contribution to our cause
- Experience with professional event platforms that can enhance your resume

Qualifications:

- Familiarity with Zoom and/or Cvent virtual meeting platforms
- Excellent attention to detail and ability to multitask
- Good communication skills, both written and verbal
- Reliable internet connection and appropriate technology
- Patient and calm demeanor when handling technical challenges
- Basic troubleshooting abilities
- Interest in immersive learning technologies
- Previous experience with virtual events is a plus

How to Apply: Interested volunteers can submit the interest form on the volunteer website or email volunteers@immersivelrn.org. Please use the subject line "Presentation Assistant Volunteer Application—Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

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Volunteer Position: Videographer (In-Person)

Location: Illinois Institute of Technology

Commitment: Based on the conference schedule, typically 3-4 hour shifts during the event.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are committed to documenting our cutting-edge presentations and creating valuable resources for the immersive learning community.

Position Overview: iLRN seeks skilled videographers to capture high-quality footage of presentations, demonstrations, and key moments during our in-person events. This role is essential for creating lasting documentation of conference content and producing materials that can be shared with the broader immersive learning community.

Key Responsibilities:

- Set up and operate video equipment to record presentations and demonstrations
- Capture high-quality footage of keynote speeches, panel discussions, and interactive sessions
- Document immersive technology demonstrations and exhibitions
- Ensure proper lighting and audio for quality recording
- Organize and label video files according to session information
- Coordinate with the event team regarding recording priorities and schedules
- Work with post-production team on initial footage organization and transfer
- Capture candid moments and the overall atmosphere of the event (when appropriate)

What's in it for you?

- Portfolio-building opportunity documenting cutting-edge immersive learning presentations
- Access to innovative demonstrations and thought leaders in the field
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition in video credits for your contribution
- The chance to be at the forefront of emerging educational technologies
- Professional experience with an international educational organization

Qualifications:

- Experience with video production and camera operation
- Knowledge of proper lighting, framing, and audio capture techniques
- Ability to operate independently to capture high-quality footage

- Equipment reliability and backup procedures knowledge
- Understanding of basic post-production requirements
- Attention to detail and good organizational skills
- Physical stamina to manage equipment and film throughout shifts
- Interest in immersive learning technologies
- Previous event videography experience is preferred
- Must provide own video equipment (preferred) or coordinate with the iLRN team regarding equipment needs

How to Apply: Interested volunteers can fill out the volunteer interest form on the iLRN volunteer website or volunteers@immersivelrn.org. Please use the subject line: "Videographer Volunteer Application - Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Volunteer Position: Videographer (Online)

Location: Remote

Commitment: Based on the conference schedule, typically 3-4 hour shifts during the event.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are committed to documenting our cutting-edge presentations and creating valuable resources for the immersive learning community.

Position Overview: iLRN seeks skilled videographers to capture high-quality footage of presentations, demonstrations, and key moments during our online events in FrameVR (as well as other platforms) through screen capture and streaming video capture. This role is essential for creating lasting documentation of conference content and producing materials that can be shared with the broader immersive learning community.

Key Responsibilities:

- Set up and operate software applications to record presentations and demonstrations in virtual spaces.
- Document immersive technology demonstrations and exhibitions
- Ensure proper lighting and audio for quality recording
- Organize and label video files according to session information
- Coordinate with the event team regarding recording priorities and schedules
- Work with the post-production team on initial footage organization and transfer
- Capture candid moments and the overall atmosphere of the event (when appropriate)

What's in it for you?

- Portfolio-building opportunity documenting cutting-edge immersive learning presentations
- Access to innovative demonstrations and thought leaders in the field
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition in video credits for your contribution
- The chance to be at the forefront of emerging educational technologies
- Professional experience with an international educational organization

Qualifications:

- Experience capturing video using OBS or other live streaming and screen recording applications.
- Knowledge of framing, and audio capture techniques
- Equipment reliability and backup procedures knowledge
- Understanding of basic post-production requirements
- Attention to detail and good organizational skills
- Physical stamina to manage equipment and film throughout shifts
- Interest in immersive learning technologies
- Previous event videography experience is preferred
- Must provide own video equipment (preferred) or coordinate with the iLRN team regarding equipment needs

How to Apply: Interested volunteers can fill out the volunteer interest form on the iLRN volunteer website or volunteers@immersivelrn.org. Please use the subject line: "Videographer Volunteer Application - Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Volunteer Position: Float Team Member (Online)

Location: Remote

Commitment: Based on the conference schedule, typically 3-4 hour shifts during virtual events.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are pioneering virtual conference environments and need adaptable volunteers to assist attendees in navigating these immersive spaces, mainly Cvent and the iLRN FrameVR campus.

Position Overview: iLRN seeks tech-savvy and personable volunteers to serve as Online Float Team members for our virtual events. This role involves moving throughout our virtual FrameVR environment to assist attendees, answer questions, and enhance the overall virtual conference experience. AI chatbots will be available to help attendees with some basic wayfinding and informational needs. Still, the FLOAT team will provide the dynamic human interactions that make the conference experience meaningful.

Key Responsibilities:

- Navigate the FrameVR virtual environment confidently to locate and assist attendees
- Help participants with navigation, interaction, and feature utilization in the virtual world
- Answer questions about the conference schedule, sessions, and virtual locations
- Guide attendees to appropriate virtual rooms and activities
- Provide basic troubleshooting for common issues in the virtual environment
- Report technical problems or concerns to the tech support team
- Facilitate networking and connections between attendees in the virtual space
- Maintain an engaging and welcoming presence in the virtual environment

What's in it for you?

- Cutting-edge experience with professional virtual environments and platforms
- Development of skills in virtual facilitation and community building
- Access to conference sessions and networking events when not on duty
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition and appreciation for your contribution to our cause
- Valuable experience in emerging professional virtual events

Qualifications:

- Familiarity with virtual environments, particularly FrameVR or similar platforms
- Comfort with navigating and interacting in 3D virtual spaces
- Excellent communication skills in virtual contexts
- Friendly, helpful demeanor and good customer service orientation
- Reliable internet connection and appropriate technology to support virtual environments
- Ability to learn new virtual platforms quickly
- Interest in immersive learning technologies and virtual collaboration
- Previous experience with virtual events or environments is beneficial but not required

How to Apply: Interested volunteers can submit the interest form on the volunteer website or emailvolunteers@immersivelrn.org. Please use the subject line "Online Float Team Volunteer Application—Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Volunteer Position: Float Team Member (In-Person)

Location: Illinois Institute of Technology

Commitment: Based on the conference schedule, typically 3-5 hour shifts during the event.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are committed to creating an engaging and supportive conference experience and need adaptable volunteers to assist attendees throughout our physical venues.

Position Overview: iLRN seeks energetic and knowledgeable volunteers to serve as In-Person Float Team members for our Illinois Institute of Technology events. This role involves moving throughout conference spaces to assist attendees, answer questions, and enhance the conference experience through responsive communication and wayfinding assistance.

Key Responsibilities:

- Move throughout the Illinois Institute of Technology to identify and assist attendees in need.
- Provide directions to session rooms, amenities, and campus facilities
- Answer questions about the conference schedule, sessions, and locations
- Guide attendees to appropriate rooms and activities
- Assist with minor logistical issues that may arise during the event
- Report facility or service issues to the event management team
- Help create a welcoming and inclusive environment for all participants
- Support other volunteer teams as needed during peak times

What's in it for you?

- Comprehensive knowledge of conference operations and behind-the-scenes insights
- Development of skills in event management and customer service
- Access to conference sessions when not on duty
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition and appreciation for your contribution to our cause
- Experience working with an international educational organization

Qualifications:

- Strong interpersonal and communication skills
- Good knowledge of the conference layout and schedule (training provided)
- Physical ability to move around the campus throughout shifts
- Proactive and attentive approach to identifying attendees who may need assistance
- Problem-solving skills and ability to make decisions independently
- Friendly, approachable demeanor
- Interest in immersive learning technologies
- Previous event volunteer experience is beneficial but not required

How to Apply: Interested volunteers can submit the interest form found on the volunteer website, or emailvolunteers@immersivelrn.org. Please use the subject line: "In-Person Float Team Volunteer Application - Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Student Volunteers

Volunteer Position: Presentation Assistant

Location: Illinois Institute of Technology OR Online (Remote) (please specify your preference)

Commitment: Based on the conference schedule, typically 2-4 hour shifts during virtual events.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. We are enhancing our virtual conference experiences and seeking detail-oriented volunteers to support our presenters and attendees in online environments.

Position Overview: iLRN seeks tech-savvy and attentive volunteers to serve as Presentation Assistants for our virtual events. This role ensures smooth presentations and positive experiences for presenters and attendees. Presentation Assistants will work with Zoom or similar interfaces in Cvent to support virtual sessions.

Key Responsibilities:

- Assist presenters with technical setup before sessions begin (in-person efforts may differ slightly from remote efforts)
- Manage virtual waiting rooms and facilitate participant entry (remote)
- Monitor chat for questions and relay them to presenters at appropriate times (remote and in-person)
- Assist in-person attendees with microphones to facilitate questions and proper recording.
- Help troubleshoot basic technical issues for presenters and attendees
- Manage screen sharing, slides, and other presentation elements as needed
- Time presentations to ensure sessions run according to schedule
- Take attendance and notes on session participation
- Coordinate with Tech Support volunteers when more complex issues arise

What's in it for you?

- Develop skills in virtual event management and facilitation and/or hybrid in-person and online events.
- Access to expert presentations and discussions in the immersive learning field
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition and appreciation for your contribution to our cause

- Experience with professional event platforms that can enhance your resume

Qualifications:

- Familiarity with Zoom and/or Cvent virtual meeting platforms
- Excellent attention to detail and ability to multitask
- Good communication skills, both written and verbal
- Reliable internet connection and appropriate technology
- Patient and calm demeanor when handling technical challenges
- Basic troubleshooting abilities
- Interest in immersive learning technologies
- Previous experience with virtual events is a plus

How to Apply: Interested volunteers can submit the interest form on the volunteer website or email volunteers@immersivelrn.org. Please use the subject line "Presentation Assistant Volunteer Application—Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!

Volunteer Position: Tech Support

Location: Remote or Illinois Institute of Technology (please specify your preference)

Commitment: Based on the conference schedule, typically 3-4 hour shifts during events.

About iLRN: iLRN is a dynamic non-profit organization serving the immersive learning professional community through innovative programming, networking opportunities, and events. As we integrate cutting-edge technologies into our events, we need knowledgeable volunteers to provide technical support for our presenters and attendees.

Position Overview: iLRN seeks technically proficient volunteers to provide troubleshooting and support for both in-person and virtual event components. This role is critical for ensuring seamless experiences across various technological platforms and helping resolve issues quickly and effectively.

Key Responsibilities:

- Provide technical support for presenters and attendees across various platforms
- Troubleshoot issues with audio, video, connectivity, and presentation software
- Assist with setting up and testing equipment for presentations (in-person)
- Monitor virtual platforms for technical issues and address them proactively
- Coordinate with presentation assistants and event staff to ensure smooth operations
- Document common technical issues and solutions for future reference
- Provide guidance on using immersive technologies featured at the event

What's in it for you?

- Hands-on experience with cutting-edge immersive learning technologies
- Opportunity to expand your technical skills and problem-solving abilities
- Access to conference sessions when not on duty
- Networking opportunities with immersive learning and ed-tech community leaders and other volunteers
- Recognition and appreciation for your contribution to our cause
- Professional development in event technology management

Qualifications:

- Strong technical troubleshooting skills and problem-solving abilities
- Familiarity with common presentation technologies, including Zoom, Cvent, and AV equipment
- Knowledge of immersive technologies is highly desirable
- Patient and clear communication style, especially when explaining technical concepts
- Ability to remain calm under pressure and prioritize issues effectively
- Proactive approach to identifying and resolving potential problems
- Previous experience in technical support roles is preferred

How to Apply: Interested candidates are invited to send a resume and a brief cover letter detailing their interest, relevant experience, and whether you prefer in-person or remote volunteering to volunteers@immersivelrn.org. Please use the subject line: "Tech Support Volunteer Application - Your Name" and visit our volunteer website to learn more.

Please note: While this is a volunteer position, iLRN is deeply committed to recognizing and valuing the time and expertise of all team members. We welcome you to join our team and look forward to working with you!

Thank you for considering volunteering with iLRN!