

## CALL FOR APPLICATIONS

### TECHNOLOGY & ADMINISTRATION DIRECTOR: DISEMBODIED RELATIONS AT WORK ONLINE CONFERENCE

**Disembodied Relations at Work is a conference for exploring the dynamics of working online during a pandemic.**

The conference takes place online on Tuesdays and Wednesdays from 16 February – 17 March 2021 (see schedule attached). Preparations for the conference are underway with some staff appointed and a marketing plan being implemented.

As this is an online role, applicants may be located anywhere in the world. However please note that the event schedule favours the Australian and Asia-Pacific region.

#### CONFERENCE DIRECTORATE

Jinette de Gooijer, Conference Director (Aus)

Greg Cook, Associate Director, and Director Learning Engagement (Aus)

Caroline Farmer, Associate Director, and Director Membership Engagement (Aus)

#### RESPONSIBILITIES

The Technology and Administration Director is a member of the event Executive Directorate (ED) and will work with the other members of the ED on the overall planning and development of the conference. Experience so far in online group relations events has shown that the technology used to support the events is both key to the learning experience and looms large as an object for projections and anxieties. The Technology and Administration Director will play an important role in containing member anxieties during the event.

The ED will meet every 2-3 weeks and all conference staff will meet 3 times in the period leading up to the conference. During the conference, all staff will meet for 1.5 hours at the close of the final event each day and the Executive Directorate will also meet for 1 hour prior to the start of each day's events.

#### TASKS

- Working with the other members of the ED to plan and develop a robust online support structure for the conference.
- Sourcing suitable online platforms, Apps and the necessary licences.
- Ensuring adequate information and training in the technology is available to members and staff prior to the conference.
- Liaising with individual members both before and during the conference
- Providing technical assistance and administrative support to the conference events, members and staff.
- Contributing to conference learning as part of the staff team.

## **SELECTION CRITERIA**

### **Essential criteria**

1. Applicants will have participated as a member of at least one residential group relations conference
2. Personal capacity to reflect and engage in robust group conversations
3. Skills and familiarity with online meeting, project and event platforms and social media technologies.
4. Attention to detail and ability to communicate

### **Desired criteria**

5. Experience of working on staff in a group relations conference
6. Other relevant experience or qualifications

## **STIPEND**

A modest stipend will be paid.

## **APPLICATION PROCESS AND TIMELINES**

Expressions of Interest should address the Selection Criteria.

**Applications to be addressed to Conference Associate Director Caroline Farmer.**

**Email: [conference@grouprelations.org.au](mailto:conference@grouprelations.org.au)**

**Applications due: 22 November 2020**

Please feel welcome to discuss your interest with Caroline Farmer via phone, zoom or other app. Email Caroline to set up a suitable time.

Disembodied Relations at Work Conference, 16 February - 17 March 2021											
Program Schedule											
WEEK	0	1	2	3	4	5					
Time (Australian Eastern Time)	16 Feb	17 Feb	23 Feb	24 Feb	2 Mar	3 Mar	9 Mar	10 Mar	17 Mar		
midday-1:00 pm	pre-conference activity	<i>Informal Gatherings</i>									
1:00-2:00 pm		OP	SG 3	PL	IG 3	PL	SC 3	SC 5	RA 4	GA 1	
2:00-2:30 pm		<i>break</i>									
2:30-3:30 pm		SG 1	SG 4	IG 1	RA 2	SC 1	SC 4	SC 6	RA 5	GA 2	
3:30-4:00 pm		<i>break</i>									
4:00-5:00 pm		SG 2	RA 1	IG 2	PL	SC 2	RA 3	PL	PL	CP	
5:00-6:00pm		<i>Informal Gatherings</i>									
<b>EVENT KEY</b>			<b>LOG IN/LOG OUT TIMES:</b>								
Opening Plenary (OP)			Australian Eastern Standard time: midday-6 pm								
Large Group Plenary (PL)											
Closing Plenary (CP)			<b>Indicative international time zones:</b>								
Small Group work (SG)			Southeast Asia: 9 am-3 pm								
Inter-group event (IG)			India: 6:30 am-12:30 pm								
Role Analysis group(RA)			UK: 1 am -7 am								
System Culture event (SC )			East coast USA (NY): 8 pm - 2 am (previous day)								
Group Application event (GA)			West coast USA (LA): 5 - 11pm (previous day)								