## **EM ADMINISTRATOR**

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# Job Description/Selection Process

The EM Administrator is in charge of the following activities:

- Participating actively at organizing the contest
- Supervising the contest
- Participates at counting and presenting results
- Is in charge of updating the EM website by using weebly tools
- Is in charge of updating the EM History Pages and other relevant webpages

#### What's in it for you?

- You'll be part of a cool team
- You will learn a lot about organizing online contests, editing tools, weebly and many other interesting things that can contribute to your personal growth
- You will be trained by one of our best organizers
- You get to experience the excitement of the contest among the first people
- Your effort will be of a great contribution to one of the oldest and best online contests ever

#### **Selection Process – Calendar**

Submission period opens: 24.02.2020 22:00 PM CET Submission period closes: 17.03.2020 23:30 PM CET

Submissions checks and candidates to be revealed: 19.03.2020

Exam day: 21 - 22 March 2020

Results: 22.03.2020

### **Preparation for EXAM:**

Please check the 'FC SELECTION' tab on <a href="http://www.eurovisionmemories.net/-fairness-committee-fc.html">http://www.eurovisionmemories.net/-fairness-committee-fc.html</a> The exam will be in a similar format as previous years.

- Learn basic stuff about EM
- Learn basic stuff about Weebly
- Be creative and express yourself naturally on your exam essay.

For further details, please reach us at <u>admin@eurovisionmemories.net</u>, <u>florin@eurovisionmemories.net</u> or <u>marijn@eurovisionmemories.net</u>