# Online Program Host

## Responsibilities

We are seeking multiple contractors for the newly created Program Host position. These professionals perform an important supporting role for the program facilitator during live-online professional education programs by presenting short segments of scripted content, posing participant questions to the facilitator, and engaging in banter as prompted by the facilitator.

## Qualifications

The right candidate possesses the following qualifications:

* Works from a U.S.-based home office for all engagements
* Possesses multiple years of virtual program hosting or similar experience
* Enjoys performing a supporting role and following speaking guidelines
* Presents a professional appearance on camera and has a pleasant facial expression
* Speaks clearly, pleasantly, and in an easy-to-understand voice
* Accepts and implements feedback
* Relates well with a diverse audience including training professionals of all ages, in all sectors, from around the world
* Is reliable, arrives on time and prepared, and submits paperwork as requested
* Is proficient in basic technology such as use of a computer, cell phone, headset, apps, common meeting platforms, and the internet; can follow troubleshooting instructions from the technical producer
* Has a workspace free of background noise, with an appropriate backdrop so adding a digital background is not necessary

The Program Host has no responsibility for technical support because we have a professional producer.

## Availability

This is a part-time contract position with no employee benefits. Once trained, we would ask the contract host to have reasonable availability for a period of at least one year. This position is right for people who are seasoned contractors that work on multiple concurrent assignments. It is NOT right for people who are between jobs and intend to return to full-time work when it’s available.

Most programs are held during normal business hours in the U.S. Eastern time zone. Our most popular program is bronze level certification which consists of four sessions of three hours each, typically held on consecutive days.

The ideal candidate will be available for approximately one to three programs per month, or an estimate of around 12-48 hours total. Programs are scheduled one to eight months in advance, and at that time we book our contractors. Knowledge of training evaluation is not required for these positions.

## Compensation

$50-65 per hour based on experience and availability

A structured training and onboarding program must be completed prior to hosting. Most hours are flexible self-study; the compensation is 75% of the normal hosting rate.

## To Apply

To apply, send the following three items in one email, if possible, to [inquiries@kirkpatrickpartners.com](mailto:inquiries@kirkpatrickpartners.com). Only complete applications will be considered.

1. Resume, CV, or work summary
2. A brief statement of your reason for interest in the contract position
3. Video of yourself performing a mock hosting of one of our programs.
   * Record the video in the environment in which you would host
   * Dress and groom as if you are actually hosting a program that day
   * Follow this general script. You don’t have to do it word for word but do convey the same message. Speak naturally and do not sound like you are reading.

*Welcome to Kirkpatrick bronze level certification! It is an honor for us to be here with you. My name is* (insert name) *and I’ll be your host for this program.*

*These are exciting yet trying times for learning and development.*

*During this program you will learn the New World Kirkpatrick Model. Many participants are familiar with The Kirkpatrick Model because it is the leading training evaluation model worldwide and it has been in existence since the 1950s.*

*The model has evolved to match our ever-changing work environment and regardless of your experience we believe you will find surprising new ways to apply it.*

*Here is an example of how we keep you involved throughout the program. When you see a blue slide like this one, I’ll provide instructions for how you can interact.*

*Mike will pull a dedicated chat window onto the screen. In it your name will auto-populate as you have signed in for the program. Type your response to the question. If you hit the enter key, it will start another entry.*

*So, let’s give it a try:*

*Please introduce yourself with the following information:*

* *Title or brief description of responsibilities*
* *Organization name*
* *Location*

Tip: you can record the video using a meeting platform like Zoom or MS Teams meeting. Just record it and then download the video. Alternatively, you can use your phone.

If you do not have a way to send a large file via email, let us know if your email and we will provide an upload location.

Thank you for your interest! We expect many interested candidates, so please do not call or visit us. We will review all submissions and provide a response via email within a few weeks of receipt.