

# Computer Science Society Documentation

## Media Wing

### 1. Introduction

The **Media Wing** of Computer Science Society is responsible for creating, managing, and delivering all forms of digital content that represent the society. This wing functions as the storytelling and broadcasting hub, ensuring society's activities, events, achievements, and initiatives reach the audience in a compelling, creative, and engaging manner.

From podcasts to interviews, visual content, and research-based scripts, the Media Wing shapes how Computer Science Society is perceived publicly.

### 2. Purpose of the Wing

The Media Wing exists to:

- Produce high-quality media content (videos, podcasts, interviews, recaps).
- Research and prepare scripts for technical and non-technical topics.
- Maintain a professional and active presence across all social platforms.
- Capture and document events, sessions, and internal activities.
- Support other wings by creating digital promotional or research content.
- Build the identity and voice of Computer Science Society through media.

This wing plays a major role in **public visibility**, **digital influence**, and **content excellence**.

### 3. Roles Within the Wing

The wing consists of the following key positions:

#### 1. Wing Head

Oversees all media production, assigns tasks, ensures quality control, and coordinates with PR & Innovation wings.

#### 2. Hosts

Serve as the on-camera personalities for interviews, discussions, and podcasts.

### **3. Editors**

Handle editing of all written and media content to maintain clarity, professionalism, and strong communication.

### **4. Designers**

Create high-quality posters, graphics, promotional material, and branding for social media and events.

### **5. Researchers**

Conduct topic-based research and prepare structured scripts or talking points.

## **4. Responsibilities of Each Role**

### **Wing Head Responsibilities:**

- Lead and supervise production cycles.
- Review content quality before publishing.
- Plan podcast topics, interview structures, and digital campaigns.
- Maintain equipment checklists (if available).
- Ensure alignment between media output and society's core values.

### **Host Responsibilities:**

- Conduct interviews professionally and confidently.
- Engage with guests, members, and speakers.
- Present podcasts, talk shows, and recorded sessions.
- Maintain good voice articulation, camera presence, and communication.

### **Editor Responsibilities:**

- Edit captions, announcements, scripts, and event descriptions.
- Ensure grammatical accuracy and professional tone.
- Maintain consistency in writing style.

### **Designer Responsibilities:**

- Create visually appealing posters and graphics.
- Maintain brand colour schemes and identity.
- Deliver content within deadlines.

### **Researcher Responsibilities:**

- Research tech trends, guest backgrounds, and episode themes.
- Prepare scripts, questions, summaries, and content outlines.
- Ensure accuracy, relevance, and depth of information.
- Work closely with hosts to deliver structured episodes.

## 5. Benefits for Members

Members of the Media Wing gain:

- Public speaking and hosting skills.
- Research writing and topic development experience.
- Exposure to media production and creative workflows.
- Opportunity to interview professionals and experts.
- Confidence in presenting on camera.
- Strong portfolio pieces for social media, LinkedIn, and CV.
- Experience in storytelling and content planning.
- Experience working with designers and editors.
- Enhanced creativity and content creation skills.

## 6. Skills Members Will Gain

- Hosting and communication
- Scriptwriting & research
- Video/audio editing basics (depending on role)
- Creativity and presentation skills
- Team collaboration for content development
- Understanding of digital media & social trends
- Graphic design fundamentals
- Editing and professional writing

## 7. Weekly Goals

Weekly objectives include:

- Preparing episode scripts or topic outlines.
- Recording 1–2 sessions depending on schedule.
- Reviewing and editing previously recorded media.
- Assisting PR Wing with content if required.
- Planning ideas for future episodes.

## 8. Yearly Goals

By the end of the year, the Media Wing aims to:

- Produce a consistent series of podcasts/interviews.
- Build a strong online presence for society.
- Feature 10–20 industry professionals, alumni, or tech experts.
- Create a yearly media portfolio showcasing accomplishments.
- Improve overall content quality and professional branding.

## 9. Overall Purpose Summary

The Media Wing is the **creative engine** of Computer Science Society—responsible for delivering powerful narratives, engaging content, and polished media that elevate the society’s presence. It ensures Computer Science Society remains visible, influential, and respected within the university and beyond.