

ALCM Events Coordinator Job Description

Events Coordinator Tasks:

The Events Coordinator agrees to the following tasks, as assigned by the Executive Director, regarding the execution of ALCM's educational events:

Biennial and Regional Conferences: (The event coordinator supports details of conference programming after the Executive Director has secured the location and facilities.)

1. Support conference committee work including attendance at conference calls and meetings.
2. Coordinate exhibitors for conference exhibit space including table layout.
3. Coordinate and schedule reading sessions as well as collation/printing of music packets.
4. Work with conference committee leaders to schedule workshops and assign spaces.
5. Coordinate conference web information and registration pages.
6. Coordinate the design and mailing of hardcopy and digital conference brochure.
7. Coordinate the design of hardcopy and digital conference book.
8. Coordinate student scholarship process.
9. Coordinate publicity including newsletter articles and synod/district promotion.
10. Provide vendor and presenter payment details to Business Manager for payment.
11. Coordinate materials to send to conference site.
12. Serve as onsite conference registrar.

Hearts, Hands, Voices Workshops:

1. Recruit 40 locations a year to host Hearts, Hands, Voices workshops.
2. Support hosts related to program and presenter plans.
3. Create web information and registration pages.
4. Coordinate the design and mailing of hardcopy and digital publicity pieces.
5. Coordinate publicity including newsletter articles and synod/district promotion.
6. Solicit music and materials from publishers for traveling exhibits.
7. Coordinate materials and traveling exhibits to send to host sites.
8. Provide vendor and presenter payment details to Business Manager for payment.

College Outreach:

1. Secure locations, dates and assign presenters.
2. Provide vendor and presenter payment details to Business Manager for payment.

Other Duties: as assigned by the Executive Director including potential digital education such as webinars.

Working Conditions:

The position requires the physical ability to navigate conference and ALCM program and event locations. Responsibilities will require incumbent to occasionally lift and/or move up to 25 pounds, and navigate challenging physical spaces in which equipment is located. The position requires manual dexterity; balance; standing, walking and sitting for long periods of time; and the ability to successfully pass a driver's license vision test. This position requires the incumbent to be able to use a standard telephone, computer and other technology reasonably necessary for accomplishing 21st century work tasks. The Events Coordinator is expected to work from a home office or have other remote office arrangements and to have access to a computer and other necessary office equipment and supplies.

Compensation: \$12,000 annually. There are no additional benefits for this part-time position.