



## ***MMEA In-Service/Workshop Conference Manager***

***RATIONALE:*** To provide administrative support to the MMEA President with regard to the scheduling and on site operations of the annual MMEA In-Service Workshop/Conference.

### ***Position Responsibilities:***

- Assist the MMEA President in all aspects of scheduling the annual MMEA In-Service Workshop/Conference.
- Responsible for on-site operations of the annual MMEA In-Service Workshop/Conference.
- Attend all annual meetings. February/May/August/December.
- See Addendum 1 for detailed job description.

### ***Qualifications:***

- The Conference Manager must have served in the field of music education for a minimum of ten (10) years.
- The Conference Manager must be a member, in good standing, of MMEA.
- The Conference Manager must have working knowledge of Microsoft Word and Excel computer programs.

### ***Terms of Position:***

- The MMEA Conference Manager is an annual term that serves from February – January.
- The MMEA Conference Manager is an appointed position; appointed by the MMEA President with approval of the MMEA Board of Directors.
- An annual performance evaluation of the MMEA Conference Manager and position responsibilities will occur prior to the appointment/re-appointment of the position.

### ***Compensation:***

- Annual compensation of \$3000 to be paid upon successful completion of the annual performance evaluation.
- Conference expenses including room and meals.

## Addendum 1:

### **Conference preparation:**

- Request bids for conference services:
  - piano
  - audio recording
  - DVD
  - photography
  - Sound Support
  - Percussion for Salon A
- Update potential vendors of conference services annually.
- Present bids for conference services to BOD approval and voting at August meetings.
- Secure all equipment needed for performance venues.
  - Staging
  - Choral Riser
  - Sound shell
  - Music stands
- Assist President with all aspects of conference scheduling and planning.
- Responsible for coordinating all conference logistics.
  - Including but not limited to Vice President clinic preparation, receptions, and business meetings.
- Coordinate equipment request of all performing ensembles.
- Recruit and coordinate Work Tech Crew
  - Work with colleges to find and coordinate Work Tech Crew.
  - Communicate with Work Tech Crew prior to conference.
  - Communicate with Salon B Manager and Work Tech Crew.
  - Assemble Work Tech Crew conference books.
  - Order Work Tech Crew shirts annually.
- Attend August meeting for performing ensemble hosted by President-Elect.
- Communicate to TTA all AV needs for conference and clinics per information received from President.
  - All requests for clinic AV assistance are channeled through the Conference manager who then makes requests of Tan-Tar-A.
- Attend Pre-conference session on Wednesday prior to conference with TTA staff.
- Attend post conference meetings with TTA staff.

### **On Site Management of Conference:**

- Coordinate all equipment needed for Salon performance sites and clinic rooms:
  - Pianos
  - Staging
  - Riser
  - Sound shell
  - Music stands
  - Percussion for Salon A
- Coordinate the load in (Wednesday) and load out (Saturday) and location of all equipment, i.e.; pianos, music stands, sound, DVD, percussion, etc.
- Coordinate with all affiliates equipment needs in all rehearsal sites.
- Coordinate all AV needs as determined by clinic and reception request.
- Arrange and manage all AV needs for General Sessions and business meetings of MMEA.
- Work closely with President-Elect to manage all performance site equipment, seating, stage changes etc. for all performance venues.
- Manage all performance sites with assistance of Work Tech Crew and Salon B Manager.
- Work closely with Tan-Tar-A staff with on-site logistics, i.e.; room set up, staging placement, lighting, etc.
- Conference follow up:
  - Thank you letters.
  - Evaluation of contracted conference services.
  - Evaluation of all logistics and room usage.