



Missouri Music Educators Association

Conference Manager

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

Position Responsibilities:

- Assist the MMEA President in all aspects of scheduling the annual MMEA In-Service Workshop/Conference.
- Secure and coordinate equipment and services needed for the annual MMEA In-Service Workshop/Conference and the Mentoring Conference.
- Coordinate on-site operations of the annual MMEA In-Service Workshop/Conference and the MMEA Mentoring Conference.
- Attend all scheduled MMEA Board of Directors Meetings.
- All other duties related to the quarterly publication of the MSM.

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 the MMEA.
- The Conference Manager must have working knowledge of Microsoft Word and Excel software programs.

Compensation:

- Annual compensation of \$4000 to be paid upon successful completion of the annual performance evaluation.
- Mileage for MMEA Board Meetings.
- Conference expenses including room and meals.