



NFA Convention Registration Assistants

The NFA is hiring Registration Assistants to assist with the onsite registration of presenters, performers, exhibitors and attendees at the 50th Anniversary NFA convention. Registration Assistants will work directly with the NFA Membership Manager to ensure a smooth registration process for all those participating in the convention. There are multiple positions and shifts available.

Details

NFA Convention: August 11 - 14, 2022

Work dates: Shifts within the dates of August 10, 11, 12

Location: Hilton Downtown Chicago, 720 S. Michigan Avenue, Chicago, IL

Registration Assistants work 5-hour shifts (one shift is 6 hours) at the times indicated below. Individuals may work one or more shifts.

Pay is \$15 per hour. A W-9 form is required for all U.S.-based individuals

Duties involve:

- Checking advance registration details
- Printing and issuing convention badges
- Issuing any pre-purchased tickets
- Providing materials such as convention books
- Administering on-site registrations
- Other registration-related duties as required

Schedule:

Wednesday, August 10, 3:00 - 9 :00p.m.

Thursday, August 11, 8:00 a.m. to 1:00 p.m.

Thursday, August 11, 1:00 p.m. to 6:00 p.m.

Friday, August 12, 8:00 a.m. to 1:00 p.m.

Friday, August 12, 1:00 p.m. to 6:00 p.m.

Requirements

Customer service experience

Willingness to learn and use NFA's database, MemberSuite

Applicants must be age 18 and over

To apply, complete and submit this [application form](#) by July 21.