



NFA Convention Registration Assistants

The NFA is hiring Registration Assistants to assist with the onsite registration of presenters, performers, exhibitors and attendees at the 51st 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.

Details

NFA Convention: August 3 - 6, 2023

Work dates: Shifts within the dates of August 2, 3, 4 and 5

Location: Phoenix Convention Center, Downtown Phoenix, AZ

Registration Assistants work 4-hour, 5-hour or 6-hour shifts indicated below. Individuals may work one or more shifts.

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 2, 8:00 a.m. to 1:00 p.m.

Wednesday, August 2, 1:00 p.m. to 4:00 p.m.

Wednesday, August 2, 4:00pm to 9:00 p.m.

Thursday, August 3, 8:00 a.m. to 1:00 p.m.

Thursday, August 3, 1:00 p.m. to 6:00 p.m.

Friday, August 4, 8:00 a.m. to 1:00 p.m.

Friday, August 4, 1:00 p.m. to 6:00 p.m.

Saturday, August 5, 8:00 a.m. to 1:00 p.m.
Saturday, August 6, 1:00 p.m. to 6:00 p.m.

Requirements

- Customer service experience
- Willingness to learn and use NFA's database, MemberSuite
- Must be registered to attend the convention and a current NFA member
- Applicants must be age 18 and over

Pay is \$17 per hour. Attendance at a paid one-hour training session via Zoom prior to the convention is required.

A W-9 form is required for all U.S.-based individuals

Hotel accommodation is not provided.

To apply, send a cover letter stating why you would like to work as a registration assistant at the Phoenix convention detailing any experience or skills you have, along with your resume, to mharrod@nfaonline.org by May 1, 2023