



Convention Director Position Description

The National Flute Association (NFA) was founded in 1972 as a common ground for flutists to exchange ideas and inspiration and has expanded in the decades since to include a quarterly magazine, an annual convention, and a dynamic assortment of scholarship programs, commissions, and member-driven initiatives. The NFA values and celebrates the contributions of all its stakeholders and is committed to growing as a diverse and equitable organization.

Under the direction of the Executive Director, the Convention Director of the NFA will be responsible for all aspects of convention and event planning, including nationwide site selection and contract negotiations, acquisition of all related vendors, and year-round logistical and on-site support to the Program Chair, Committees, Competition Coordinators, and members associated with the Annual Convention as well as for other organizational meetings or site visits as may be needed.

Essential Functions, Duties, and Responsibilities:

Manage logistics for the Annual Convention and other organizational meetings to include:

- selection of convention site, official airlines, and travel agency
- negotiate and oversee hotel, venue, and vendor contracts
- facilitate virtual or hybrid convention presentations or components, if needed
- Build out all event content on the convention virtual platform, if applicable
- initiate and draft various correspondence relating to venues, agendas, committees, staff attendees, and facilities arrangements
- participate in the preparation of budgets and monitor budget compliance with related Board Members, committees, staff, vendors, and volunteers
- provide financial analyses at conclusion of meetings
- advise the work of the Program Chair and Local Arrangements Chair
- manage exhibit sales, exhibitor communications, and exhibit hall
- develop and maintain collaborative relationships with Commercial Members and exhibitors
- train and act as advisor to convention volunteers
- help solicit and coordinate convention scholarships
- launch registration processes
- create and update procedures guides for convention personnel
- prepare registrars' instructions and conduct registrars' orientation
- partner with decorator to order convention materials and supervise shipment of materials to and from site
- prepare and oversee distribution of meeting materials and production of name badges, signage, etc.
- provide on-site logistical management and supervision as required, including convention registration
- handle hotel registration and other requested travel services for all staff and board members attending meetings

- serve as liaison with hotel staff, including securing food and beverage, AV, and other services, and as coordinator of volunteers and equipment staff
- create and maintain convention schedule
- work with the Publications Director on all aspects of the convention program book
- Facilitate content uploads into the convention app (Guidebook)

- communicate meeting information to Executive Director, Board Members, presenters, staff, committee members, other attendees, and hotel personnel
- create and distribute any evaluations, follow-up materials, and post-conference reports
- Facilitate online competition entry
- Support competition coordinators throughout year and at convention

Other

- Distribute reports to the Executive Director and Board of Directors upon request
- Facilitate a weekly one-hour virtual event series from October to April via Zoom
- Other duties and responsibilities may be assigned as needed

Qualification Requirements

- Minimum five years experience of professional meeting planning and management, preferably serving in a nonprofit membership association or the equivalent
- Familiarity with flutists and music a plus; knowledge of music, musicians, and academic environments in general highly preferred
- Demonstrated knowledge of Microsoft Office and database management (MemberSuite preferred)
- Exemplary technical knowledge and experience in virtual event programs and software
- Audio and video editing skills required
- Outstanding interpersonal communication skills (written and verbal) required.
- Ability to work collaboratively in a team environment
- Ability to work independently
- Outstanding project management skills
- Ability to understand and work within an organizational budget
- Ability to translate policies into daily routine operations
- Ability to travel as needed (organizational meetings, Annual Convention), estimated at not more than 15% of time

Work Environment:

Office hours: 9:00 am – 5:00 pm
Some weekend and evening hours required

The current NFA office is in Chicago, Illinois. The NFA team works remotely.

Compensation for this position is competitive
Full-time salaried position

Benefits include:

- Medical and retirement benefits
- Paid holidays
- Paid vacation

Application deadline: August 5, 2021

Start Date: September 2021

To apply, please send a cover letter and resume to Jennifer Clarke, Executive Director: jclarke@nfaonline.org. For more information about the organization, please visit www.nfaonline.org. No phone calls, please. The National Flute Association is an equal opportunity employer and welcomes applications from diverse candidates.

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