



Inspiring flutists, enriching lives, and uniting the world through music.

National Flute Association, Events & Convention Director Position Description

The National Flute Association is a membership organization serving more than 4,000 diverse flutists from the U.S. and 38 countries across the globe. The NFA is a forum for exchanging ideas and inspiration. Members are deeply involved in all aspects of the organization and participate in more than 24 committees across the organization.

The NFA's programs include an annual convention in different cities across the U.S., and a dynamic assortment of scholarship programs, commissions, online programming and member-driven initiatives. The staff and members/volunteers work collaboratively throughout the year and especially in preparation for the annual convention.

The NFA is seeking an experienced Events and Convention Director to join its professional staff. Under the direction of the Executive Director, the Events and Convention Director is responsible for all aspects of convention and event planning.

The NFA convention is a major event incorporating more than 250 performances (including a concerto concert with full orchestra), workshops, masterclasses, competitions, lectures, panels, catered special events, and more. Approximately 2,500-3,000 flutists attend the four-day event.

The essential elements of the position include administration, event planning, and production. Candidates who do not fulfil all areas of the position may still apply.

Essential Functions, Duties, and Responsibilities:

General

- Take a leadership role in planning and implementing the NFA's online event series, including appointing volunteers to manage the Zoom events
- Work with the NFA staff to recruit interns for the convention, including setting up systems for the review process and taking an active role in selecting interns
- Participate in staff initiatives to serve and expand a vibrant and growing flute community

Managing NFA's Commercial Members & Exhibitors

- Develop a strategy for annual and ongoing communication with the NFA's commercial members, taking the lead in all communication with commercial members
- Taking leadership of the Commercial Members Committee and scheduling and running regular meetings

- Design and creating an annual prospectus used for soliciting exhibitors, sponsors and advertisers
- Seek new prospects among and outside of the flute community to exhibit, advertise and sponsor the convention
- Develop prospects with business local to the convention for advertising, exhibiting, and offering discounts to attendees and a strategy for outreach and follow-up
- Coordinate with the NFA's Operations Manager regarding exhibitor contracts
- Prepare and update detailed materials for exhibitors
- Working with the decorating company and exhibitors to plan the exhibit hall

Convention Administration

- Develop a system for tracking all non-flutist attendees for the convention, including musicians and other performers, composers, media, family members and VIPs, for invited artists and those who have submitted proposals
- Develop a system for recording information about all invited guest artists
- Work with the Program Chair team on tracking all travel, hotel rooms, and guests for invited artists
- Initiate and draft various correspondence relating to venues, agendas, committees, staff attendees, letters for artists' who are applying for visas and entering the U.S. (visa applications are not submitted by the NFA)
- Work with the Program Chairs and Publications Director on preparing material for the convention program book, including working ahead of deadlines to develop material and providing/finding support for writing and editing text

Financial

- Participate in the preparation of budgets and monitor budget compliance with Program Chair teams, committees, staff, vendors, and volunteers
- Work with the Executive Director to determine budgets for all areas of the convention for Board approval
- Create and maintain a music program budget for the Program Chair team
- Check and keep track of all invoices and payments
- Provide financial analyses at conclusion of the convention

Convention site selection

- Work with a consultant from Conference Direct, the Events & Convention Director seeks sites for future conventions, including:
- Prepare RFPs with details of convention needs
- Select locations for site visits, which may include convention centers, hotels, and occasionally concert halls
- Assess cost and facilities in relation to size and needs for the convention
- Prepare location reports for the Executive Director and Board of Directors
- Work with the Executive Director on the contract details and checking all information

Hotel/Convention Center Management

- Check all hotel room dates and details in the hotel contract
- Review and assess weekly hotel room block reports
- Plan and coordinate all catering/food and beverage with the convention center/hotel caterers ensuring that required contracted minimums are met
- Work with the NFA's communications manager to promote hotel room booking
- Manage hotel registration and other requested travel needs for all staff, board members, and appointees attending the convention
- Serve as liaison with hotel or convention center staff
- Provide room layouts for set-up of all convention center/hotel staff

Convention Management

- Provide support for the convention's artistic team, the Program Chair and Assistant Program Chair
- Guide the Program Chair team through the procedures guide in all areas of the convention planning
- Assist the Program Chair team with timelines and deadlines of all materials
- Develop new protocols for the selection and administration of proposals from NFA members who wish to participate in the convention
- Work within the MemberSuite database to communicate with selected presenters and performers
- Convene regular meetings (via Zoom) with the Program Chair team, the Executive Director and the President of the Board of Directors
- Support the annual Program Chair and Assistant Program Chair on the planning of the convention, including the allocation of events into meeting rooms, room layouts, and technical support
- Provide scope of work descriptions for all potential vendors, including A/V, security, electrical, registration, and decorating companies
- Seek and comparing bids for work
- Confirm budgets & contracts
- Check and track invoices and payments
- Work with vendors on all details of the convention preparation and set-up
- Partner with decorating company to order convention materials and supervise shipment of materials to and from site
- Coordinate with the NFA's Operations Manager on the print, purchase, and preparation of NFA materials
- Train and coordinate key convention volunteers, the Equipment Manager, the Volunteers Manager and the Stage Manager.

Other

- Provide reports to the Executive Director and Board of Directors upon request
- Other duties and responsibilities may be assigned as needed

Qualification Requirements

- Minimum five years' experience of professional event, convention, conference, or festival management required
- Outstanding administration skills
- High level of attention to detail required
- Demonstrated knowledge of Microsoft Office (particularly Excel spreadsheets), Google Suite, Adobe, and database management (MemberSuite preferred)
- Knowledge of convention center and hotel contracts and procedures required
- Ability to manage contracted teams in the areas of security, A/V, decorating companies, electricians, registration, etc.
- Knowledge of music and musicians, required; familiarity with flutists and flute music a plus; knowledge of academic environments in general, helpful
- Outstanding project management skills required
- Outstanding interpersonal communication skills (written and verbal) required
- Ability to work collaboratively in a team environment
- Ability to work independently
- Ability to travel as needed (approximately 6-8 site visits annually; attendance at the annual convention – 8-day commitment), estimated at approximately 10% of time

Work Environment:

Office hours: 9:00 am – 5:00 pm

Some weekend and evening hours required

The NFA office is located in Chicago, Illinois. The majority of the NFA teams work remotely. Hybrid working is an option for staff living in the Chicago area.

Compensation: \$70,000 - \$75,000 depending on experience. Full-time exempt salaried position

Benefits include:

- 100% health insurance coverage
- Paid holidays – 12 days per year
- Paid vacation – 3 weeks per year (15 days)

Application deadline: October 7, 2025

Start Date: December 15, 2025

To apply, 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. The National Flute Association is an equal opportunity employer and welcomes applications from diverse candidates.

September 2025