



Technical Director, NFA Virtual Convention 2021

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.

The NFA Convention is a unique annual convening of more than 3,000 flutists from around the world who come together for performances, masterclasses, thought-provoking discussions, and workshops. As uncertainties surrounding COVID-19 continue, the 2021 convention will be a virtual celebration of the convention's theme, "Variations on a Dream."

The Technical Director is responsible for all aspects of operations and implementation for the four-day NFA Virtual Convention, August 12-15, 2021. Responsibilities include all program integration with virtual platforms, logistics of key components including competitions, sponsor exhibits, sessions, meet-ups, and performances, and the smooth running of all virtual components.

Essential Functions, Duties, and Responsibilities:

Manage logistics for the Virtual Convention to include:

- Work with the Program Chair to distribute Convention content via the selected virtual platform
- Build out all event content on the convention virtual platform
- Coordinate all flute competitions on virtual platforms
- Coordinate with all personnel involved with competitions, performances, and sessions
- Work with volunteers to provide tech assistance for sessions
- Manage commercial member and exhibitor showcases, logos, e-banners, etc.
- Work with staff to launch registration processes
- Prepare and oversee distribution of e-materials such as session hand-outs
- Create and distribute any evaluations, follow-up materials, and post-conference reports
- Other duties and responsibilities may be assigned as needed

Qualification Requirements

- Significant experience planning and implementing major virtual events including conventions and/or conferences
- Exemplary technical knowledge and experience in virtual event programs and software
- Audio and video editing skills required
- Event experience preferred
- Familiarity with flutists; knowledge of music, musicians, and academic environments
- Demonstrated knowledge of Microsoft Office and database management (MemberSuite preferred)
- Outstanding interpersonal communication skills (written and verbal)
- Ability to work collaboratively in a team environment
- Outstanding project management skills
- Ability to work within a budget

Work Environment:

NFA's offices are in Chicago – all members of the team work remotely.

Average 20 hours per week, building to virtual convention August 12 – 15, 2021 (with overall fixed maximum hours). \$35 per hour, no benefits.

To apply, please submit a cover letter and resume to jclarke@nfaonline.org.

The NFA is an equal opportunities employer.

