

Showcase Production Assistant

Supervision Received: Business Networks Coordinator & Showcase Production Coordinator

General Responsibilities: Assists the Showcase Production Coordinator during the conference.

Specific Responsibilities:

- Reports the same day and time as the student stage crew.
- Serves as a liaison to the student stage crew during the NACA conference and be the liaison between the students and the production company.
- Assists with load-in, load-out, sound checks and performances per standard production schedule provided by the NACA Office.
- Oversees the Special Events and Roving Artist showcases
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA Policies and procedures as well as other applicable laws and regulations.

Terms of Service: January 1 through December 15 (For Northern Plains, June 1 of the current year through May 30 of the next year)

Association Support: The Showcase Production Assistant receives a registration waiver for the conference. NACA will pay for their hotel room & meals for the times in which they are required to attend the event.

Qualifications:

- The Showcase Production Assistant must be a full time professional staff member at an NACA member institution (note: if the volunteer changes jobs during the position's term, the new school must also be an NACA member and provide a statement of support. The NACA Office, Chair of the Board, National Volunteer Development Coordinator must be informed of this change and the letter of support must be received at the NACA Office within 30 days of hiring.)
- The Showcase Production Assistant must not be a current or former employee or intern of an NACA associate member firm or agency, or plan to be employed by or be an intern for an NACA associate member firm or agency within the next NACA fiscal year.
- The Showcase Production Assistant must have approval from and support of their institution prior to applying for the position (note: support is defined as financial as well as time out of the office, etc.).