

Showcase Production Coordinator

Supervision Received: Business Networks Coordinator

Supervision Given: Showcase Production Assistant and Stage Crew

General Responsibilities: The Regional Showcase Production Coordinator facilitates all aspects of the presentation of showcases at the regional conference.

Specific Responsibilities:

- Serves as non-voting member of showcase selection committee or appoints appropriate and qualified designee.
- Schedules acts in each of the showcase categories and forwards necessary information to NACA Office per established timelines.
- Schedules load-in, load-out, sound checks and performances per standard production schedule provided by the NACA Office and communicates these schedules to the office for timely dissemination of standard NACA Showcase Letters of Intent to respective associate members.
- Selects and supervises the volunteer stage crew for the conference in collaboration with the contracted sound and light company.
- Coordinates and supervises the presentation of the showcases at regional events as per printed policy, recruiting additional volunteers to assist onsite as deemed necessary.
- Communicates special A/V and equipment needs (LCD projectors, pianos, etc.) to the designated meeting planner.
- Integrates NACA goals, initiatives, and relevant Strategic Plan objectives in all aspects of position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Actions Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and the development of programs and services for the Association's members.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA policies and procedures as well as other applicable laws and regulations.
- Attends all regularly scheduled regional meetings.
- Adheres to minimum guidelines for regional conferences.

Term of Service: September 15 of the current year through December 15 of the next year (For Northern Plains, March 15 of the current year through May 30 of the next year)

Association Support: The Showcase Production Coordinator 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 Coordinator 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 Coordinator 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 Coordinator should be available during the week immediately following the showcase selection committee meeting to complete showcase production scheduling and communication to NACA Office.

- The Showcase Production Coordinator 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.).