



Showcase Production Coordinator

The Showcase Production Coordinator facilitates all aspects of the presentation of showcases at the conference and other events within the region, as needed.

Specific Responsibilities:

- In conjunction with the National Showcase Production Team, coordinates and supervises the presentation of the showcases at conferences as per printed policy
- Schedules acts in each of the showcase categories per the provided production schedule and forwards necessary information to NACA Office per the established deadlines for timely dissemination of standard NACA Showcase Letters of Intent to respective associate members.
- Reviews submitted production information and communicates with the designated meeting planner, as needed.
- Arrives the day before the event to work with sound and light company for load-in of all production equipment. After the last showcase performance works with sound and light company for load out of showcase production equipment.
- In collaboration with the National Showcase Production Team and Volunteer Development & Experience Lead, recruits and selects volunteer Stage Crew.
- Supervises the volunteer Stage Crew in collaboration with the contracted sound and light company.
- Serves as a non-voting member of the Showcase Selection Committee. If unable to attend, works with the Events Team Lead to determine an appropriate and qualified volunteer to serve in this capacity.
- Assures that the associations Mission and Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending all conference events and meetings to set the tone for attendee engagement.
- Attends all regularly scheduled regional meetings and conference calls.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Attends conference.
- Part-time (50%) or full-time employment by a NACA member institution.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Volunteer Development Manager must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within 30 days of transition.

Association Support:

- NACA Connect

- Zoom
- NACA Google drives
- Will receive a registration waiver for conference.
- Will receive meals and/or per diem for the time they are required to be at the conference.
- Will receive lodging for the time they are required to be at the conference.

Term of Service/Time Commitment:

- April 1 – January 31

Supervision Received:

- Events Team Lead

Supervision Exercised:

- Stage Crew

NACA Liaison:

- Experience & Events Director

Competencies:

- Relationship Development
- Networking and Business Relationships
- Professional Development
- Supervising
- Experiential Leadership Learning
- Event Support