



Showcase Selection & Marketplace Coordinator

The Showcase Selection & Marketplace Coordinator facilitates all aspects of the conference showcase selection meeting process. In addition, the Showcase Selection & Marketplace Coordinator facilitates the implementation of all aspects of Campus Activities Marketplace operation and policy enforcement as needed, in conjunction with NACA staff. The Showcase Selection & Marketplace Coordinator will strive to provide the best possible environment for associate and school members to network and conduct business in accordance with NACA policies.

Specific Responsibilities:

- Coordinates and facilitates the virtual showcase selection process for conferences, including scheduling of meetings and notifying NACA Office of results, with assistance from the national showcase selection team as per printed policy.
- Recruits and selects Showcase Selection Committee in coordination with National Showcase Selection Team and Volunteer Development & Experience Lead.
- Serves as voting member of the Showcase Selection Committee only in the case of a tie.
- Facilitates the On-site Selected Showcase opportunity per printed policy, when applicable.
- Coordinates and supervises the operation of the Campus Activities Marketplace for the conference as per printed policy, recruiting additional team members to assist onsite as deemed necessary to assist with monitoring exhibitor load-in and load out.
- Ensures adherence to Campus Activities Marketplace opening and closing times during the conference schedule.
- Oversees adherence to policies related to exhibiting, sightlines, noise levels, booth demonstrations and Marketplace attractions.
- Works with the Regional Leadership Team to drive engagement and business within the Campus Activities Marketplace between school and associate members.
- Works with the Regional Leadership Team to create hospitality initiatives in the Campus Activities Marketplace.
- Submits a written post-conference Showcase Selection & Marketplace Coordinator report to the NACA Office, highlighting instances of noise complaints, early load-out, non-attendance or other policy violations.
- Assures that the Association's 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.
- Strongly encouraged to submit at least one educational program proposal for the conference.
- Attends all regularly scheduled regional meetings and conference calls.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office 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.
- The Showcase Selection 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 agency or firm within the next fiscal year.
- Having served on a regional conference showcase selection committee at least one time is preferred but not required.

Association Support:

- NACA Connect
- Zoom
- NACA Google Drives
- Will receive reimbursement for one-half of the double room rate for one night's lodging for the time they are required to arrive early for conference to attend required meetings.

Term of Service/Time Commitment:

- April 1 – January 31

Supervision Received:

- Events Team Lead

Supervision Exercised:

- Showcase Selection Committee

NACA Staff Liaison:

- Experience & Events Director

Competencies:

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