



### **National Showcase Production Team Coordinator:**

The National Showcase Production Team Coordinator facilitates all aspects of the presentation of showcases at NACA Live® and supports the showcase production at NACA conferences.

### **Specific Responsibilities:**

- Serve as the main point of contact for all aspects of NACA Showcase Production.
- Provides training and support to regional Showcase Production Coordinators at NACA Conferences and provides assistance/serves as point of contact at NACA Live.
- Schedules and facilitates monthly calls with the Assistant National Showcase Production Coordinators and the NACA Office
- Serves as the stage manager during showcases, making sure that artists are lined up and ready to go on stage at the appropriate times, as well as communicating the run of show to the contracted audio-visual company
- Assists with the review of Showcase policies annually & ensures that all policies and procedures are being followed according to the applicable event guide
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA® policies and procedures, as well as other applicable laws and regulations.
- Integrates NACA® goals, initiatives, and relevant strategic plan objectives in all aspects of position responsibilities.
- Follows NACA's *Non-Discrimination, Diversity Advancement and Affirmative Action 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 suggesting to the Board of Directors new or modified programs and services for the Association's members.
  
- **NACA Live:**
  - Schedules acts in each of NACA Live's showcase categories and forwards necessary information to NACA® Office per established times.
  - Coordinate all stage plots and A/V/tech needs (LCD projectors etc.) with the National Showcase Production Team, sound and light company, and NACA Office.
  - Coordinates and supervises the presentation of the showcases at NACA Live as per printed policy, in conjunction with the Assistant National Showcase Production Coordinators
  - Schedules and directs showcase production load-in, load-out, sound and light checks, and performances per standard production schedule provided by NACA® Office. Communicates these schedules to the Office for timely dissemination of standard NACA® Showcase Letters of Intent to respective associate members.
  - Works with the NACA® Office and NACA Live Team to incorporate all announcements and awards into the overall showcase program
  - In collaboration with the Assistant National Showcase Production Coordinators recruits and selects volunteer Stage Crew members.
  - Coordinates and supervises the volunteer Stage Crew in collaboration with Assistant National Showcase Production Coordinators and the contracted sound and light company.

- Attends Round 3 of the NACA Live Showcase Selection meeting usually held in late October.
- **NACA Conferences:**
  - Schedules and facilitates regular calls with Assistant National Showcase Production Coordinators, Regional Showcase Production Coordinators, and the NACA Office.
  - Coordinate the development and execution of all trainings offered to Regional Showcase Production coordinators on all showcase policies and procedures.
  - Facilitate all communications with the regional coordinators including deadlines, policy updates, resources, etc.
  - Attend at least one NACA Conference and supports the Regional Showcase Production Coordinator with the load-in, load-out, sound checks and performances

**Qualifications:**

- The National Showcase Production Coordinator must be a full-time professional staff member at an NACA® member institution
- The National 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 National Showcase Production Coordinator should be available during the week immediately following the Showcase Selection Committee meeting to complete showcase production scheduling and communication to the NACA® Office.
- The National Showcase Production Coordinator must have approval from and support of their institution prior to appointment of the position (note: support is defined as financial support, 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 an NACA® member and provide a statement of support. The NACA® Office and National Volunteer Development Coordinator must be informed of this change and the letter of support must be received within 30 days of hiring.

**Association Support:** Travel, lodging and meals are provided for one night prior to and the duration of NACA Live and NACA conferences.

**Term of Service:**

- May - April (2 years)
- NACA Live:
  - Post Showcase Selection slotting – Late October/Early November
  - Convention: February (dates vary)
- NACA Conferences – attending 1-2 conferences as needed – September-November and March-April

**Supervision Received:** NACA Experience & Events Director, NACA Meeting & Experience Manager

**Supervision Exercised:** Assistant National Showcase Production Coordinators and Stage Crew