



National Showcase Production Team (NSPT) 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.

Key Competencies: Supervising, Event Support, Technology

Specific Responsibilities:

- Serve as the main point of contact for all aspects of NACA Showcase Production.
- Schedules and facilitates meetings, including creation and upkeep of agenda.
- Serves as the stage manager during showcases, making sure that artists are lined up and ready to go at the appropriate times and communicates 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.
- Integrates NACA® goals, initiatives, and relevant strategic plan objectives in all aspects of the position.
- Maintains a thorough knowledge, understanding, and adherence to NACA Policies and Procedures, as well as other applicable laws and regulations.
- Leaders (defined as Chair, Coordinator, or Facilitator) may be periodically asked to provide reports to the Board of Directors. Reports will include updates from their team towards the group charge and/or strategic plan.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- **NACA Live:**
 - Assists and serves as point of contact at NACA Live.
 - Attends final round of Showcase Selection, assists with scheduling acts in each showcase category 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
 - Assists in recruitment of Stage Crew members.
 - Coordinates and supervises the volunteer Stage Crew in collaboration with the contracted sound and light company.
- **NACA Conferences:**
 - Schedules and facilitates calls with national team, conference volunteers, and the NACA Office.
 - Coordinate the development and execution of all training offered to conference volunteers on showcase policies and procedures.

- Facilitate communications with the conference volunteers including deadlines, policy updates, resources, etc.
- Attends at least one NACA Conference and supports conference volunteers with the load-in, load-out, sound checks and performances.

Qualifications:

- Must be a full-time professional staff member at an NACA® member institution
- Must not be a current or former employee or intern of an NACA® associate member firm or agency, or plan to be within the next NACA® fiscal year.
- You are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.
- If the volunteer changes jobs during the position's term, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
 - *The new school must also be a NACA member. If not a member school, the school must join as a member within 30 days of hiring.*

Association Support:

- Access to NACA Google Drives
- Travel, lodging and meals are provided for one night prior to and the duration of NACA events.
- Office Liaison: NACA Experience & Events Director

Term of Service: Two years, May 1 – April 30

- NACA Live: Must attend NACA Live (February, dates vary)
- NACA Conferences: Must attend 1-2 conferences as needed, September-November and March-April
- Approximately one hour a week, including meetings and independent planning/organization
 - *Time commitment is flexible and often dependent upon active projects.*

Supervision Exercised:

- Assistant National Showcase Production Coordinators
- Stage Crew

Competencies:

- Supervising
- Assessment & Data Management
- Technology
- Policy Knowledge, Development, and Management
- Training
- Event Support