Conférence Creative Manager

<table>
<thead>
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<th>Department:</th>
<th>Arts Midwest Conference</th>
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<td>Reports to:</td>
<td>Director of the Arts Midwest Conference</td>
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<td>FLSA:</td>
<td>Exempt</td>
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<td>Revision Date:</td>
<td>January 2020</td>
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<tr>
<td>Salary Range:</td>
<td>$55-60,000 annually plus generous benefits, including health, dental, life insurance, retirement, and paid time off</td>
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<tr>
<td>Application Instructions:</td>
<td>Email cover letter, resume, and three professional references to <a href="mailto:jobs@artsmidwest.org">jobs@artsmidwest.org</a> by February 23, 2020.</td>
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Job summary

The Conference Creative Manager is primarily responsible for the successful implementation and management of professional development, programming, and communications for the Arts Midwest Conference, the preeminent annual booking and education conference for the Midwest performing arts industry. This position will also support the facilitation of speakers, curriculum and content develop for Arts Midwest’s portfolio of programs.

Essential Duties and Responsibilities

Leads Professional Development and program content planning:
- Builds professional development committee and facilitates meetings and discussions
- Synthesizes ideas and identifies themes and trends to develop professional development programming and keynotes
- Evaluates, identifies, and recommends new program content and initiatives.
- Develops master schedule of professional development program, including session descriptions, speakers, etc.
- Manages logistics related to speakers, including travel, audio visual needs, and contracting
- Collaborates with speakers, communications teams, and leadership to develop and manage scripts for conference events
- Maintains professional competence and stays abreast of trends and innovations.
  - Attends training, conferences, and meetings, and reviews relevant literature.

Participates as a member of the team, and contributes to overall planning and implementation of Arts Midwest Conference, including:
- Venue operations and logistics
- Conducts site visits in host cities.
- Develops and negotiates contracts
- Budget planning
- Staffing and other resources needed
- Engages with or provides direction for planning committee and leadership
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Leads content development and project management of Conference communications:
- Develops and drafts programmatic content related to conference
- Collaborates with digital media producer to develop and distribute marketing and print material

Builds and maintains positive relationships:
- In the field, including with similar conferences
- With conference leadership and committees
- With conference attendees, speakers, and guests
- With organizations in host cities

During the Arts Midwest Conference, this position:
- Greets and welcomes speakers and ensures smooth launch of conference program
- Provides direction to Arts Midwest staff while onsite at the Conference and coordinates pre-Conference trainings and planning meetings.
- Addresses Conference attendees in plenary and small group sessions

Contributes to Arts Midwest’s overall vision and plan:
- Works collaboratively with other Arts Midwest programs to develop content for the Conference and other programs.
- Communicates courteously and professionally and maintains working relationships with others in carrying out job functions.
  - Represents the organization and program nationally, regionally and locally, in the community, to the Board of Directors, with funders and stakeholders, and on committees or panels, as applicable.
  - Communicates with others relating to work assignments and progress of work or to convey information about conditions or work related needs.
- Plans, organizes and coordinates meetings and logistics as applicable, including vetting and inviting attendees, drafting documentation and agendas, staffing meetings, and planning and coordinating audio-visual and other on-site logistics.
- Maintains intercultural competence and brings DEIA values into programming
- Establishes, monitors, and maintains electronic and paper files and records.
- Works with salesforce administrators to collect information as needed.

Minimum Qualifications
The job requires five to seven years of professional experience in performing arts, communications, and/or project management.

 Desired Qualifications
An ideal candidate will also possess experience with performing arts touring and presenting, meeting management or event planning, and curriculum development.
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Knowledge, Skills, and Abilities Required for Successful Job Performance

- Knowledge and understanding of performing arts industry.
- Experience creating professional development and programming for conferences and convenings.
- Ability to synthesize multiple constituencies’ needs and strategize multi-dimensional components of large-scale conference or meeting.
- Major meeting planning abilities.
- Knowledge of organizational strategy and objectives, and of greater arts community.
- Comfort with public speaking and meeting facilitation
- Problem-solving skills and the ability to resolve conflicts.
- Knowledge of communications and marketing strategy and the ability to deliver organization’s message.
- Knowledge of web-based technology sufficient to manage and edit communication messages across multiple platforms.
- Financial skills sufficient to develop, understand, and/or interpret program budgets, financial reports, and general non-profit audits.
- Knowledge of general budgeting and accounting concepts and practices sufficient to understand and monitor program budget.
- Evaluative skills sufficient to conduct research, analyze, and make recommendations on program goals.
- Ability to make decisions and act within established policies and procedures.
- Ability to negotiate contracts and terms of agreements and manage external vendor relationships.
- Ability to provide leadership to and motivate employees.
- Attention to detail.
- Ability to effectively organize time and anticipate, plan, and manage multiple priorities with deadlines.
- Verbal communication skills sufficient to effectively build and maintain relationships with and effectively present information to a wide variety of audiences; written communication skills sufficient to draft, edit, and proof educational, promotional, and marketing materials; and reading comprehension skills sufficient to read, understand, and interpret complex and varied narrative and financial documents and work-related materials.
- Ability to work independently, and as a part of a team.
- Ability to maintain confidentiality when dealing with sensitive or private information.
- Knowledge of and ability to operate standard office hardware and software including databases and web-based software programs.
- Interpersonal skills sufficient to exchange and/or convey information, receive work direction, and maintain effective working relationships.

Physical and Mental Requirements

Physical effort is light, with lifting or carrying limited to 25 pounds intermittently. Occasional lifting and carrying of boxes and equipment up to 40 pounds may be required. Work includes making presentations in front of groups. There is pressure associated with project or activity deadlines. Ability to traverse a large convention center repeatedly is required while in attendance at the Conference (six days per year).
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Work will require extended use of a computer keyboard and monitor. Work is performed in a fast-paced environment, where interruptions are frequent.

Working Conditions
Most work is performed in an office environment. Occasional travel and flexible hours, including during evenings and weekends, are required.

Some requirements in this job description may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees. All requirements are subject to modification to reasonably accommodate individuals with disabilities.

Requirements are representative of minimum levels of knowledge, skills, and experience required. To perform this job successfully, the worker must possess the abilities and aptitudes to perform each duty proficiently.