

ARSC

Assistant Conference Manager Job Description

1 Position

1.1 Appointment

The Assistant Conference Manager is appointed by the Conference Manager and is a member of the Conference Committee.

1.2 Term

The duration of the Assistant Conference Manager's term is unlimited, as long as the Assistant Conference Manager's performance remains acceptable to the Conference Manager.

2 Mission

The Assistant Conference Manager's mission is to assist the Conference Manager in planning and producing ARSC's annual conference, with the exception of the conference program and the pre-conference workshop(s).

3 Objectives

Conference planning and management objectives shall be defined with the stakeholders in mind, and the Assistant Conference Manager should aim, together with the Conference Manager, to deliver a conference experience that is welcoming, collegial, inclusive, informative, and an excellent opportunity for personal and professional development.

The Assistant Conference Manager shall effectively facilitate setting up conference services, as well as the use of conference facilities and meeting spaces before and during the conference.

Overall, the Assistant Conference Manager shall encourage the achievement of objectives relevant to ARSC's mission in preparing and executing the conference, including the advancement of recorded sound preservation, access, and appreciation.

4 Functions

- Assist the Conference Manager by completing tasks as assigned.

5 Financial Support

The Conference Assistant Manager receives:

- Funds to execute duties of position as approved annually from Board of Directors
- Accommodation during conference as available, typically allocated from hotel contract room comps
- Assistant Conference Manager pays own conference registration and travel costs

6 Effort

The Conference Assistant Manager may expect to exert the following effort, annually:

- Assistance with selection of location, hotel, host: 5 to 10 hours
- Audiovisual contract negotiation and liaising: 10 to 15 hours

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- Exhibitor, sponsor, advertiser liaising: 20 to 25 hours
- Onsite facilities management: 30 to 40 hours
- Audiovisual contract billing review: 1 to 2 hours

7 Document Revision History

- **20191120:** Drafted by Nathan Georgitis and Maya Lerman
- **20191130:** Revised by Nathan Georgitis with contributions from Curtis Peoples
- **20191230:** Revised by Maya Lerman with contributions from Bill Klinger.
- **20200312:** Revised by Nathan Georgitis with contributions from Bill Klinger.
 - Position revised to include 1.1 Appointment and 1.2 Term
- **20201105:** Revised by Nathan Georgitis to include Section 4, Functions and Schedule based on input from Bill Klinger on Conference Manager job description.
- **20221007:** Revised by Nathan Georgitis based on contributions from Tim Brooks. Section 1. Position revised to reflect chartering of Conference Committee. Section 5. Financial Support revised to remove expectation of attending fall board meeting. Section 4. Functions revised to remove specific functions and schedule and indicate functions assigned by committee chair.
- **20221018:** Revised draft submitted to Operations Manual Committee for review and approval.