

ARSC

Conference Manager Job Description

1 Position

1.1 Appointment

The Conference Manager is appointed by the ARSC President and serves as chair of the Conference Committee.

1.2 Term

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

2 Mission

The Conference Manager's mission is to plan and produce ARSC's annual conference, except for the conference program.

3 Objectives

Conference planning and management objectives shall be defined with stakeholders in mind.

For attendees and presenters, the Conference Manager should aim to deliver a conference experience that is welcoming, collegial, inclusive, informative, and an excellent opportunity for personal and professional development.

The Conference Manager shall facilitate promotion, messaging, advertising, exhibition, networking, and recognition for ARSC sponsors, exhibitors, and advertisers.

Overall, the 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 and study.

4 Functions and Schedule

| Timing | Function |
|--------------------------------------|--|
| Before Conference (months) | |
| 24 | Prepare draft conference budget (projected income and expenses). Research conference locations, hotels, and hosts, with assistance of conference broker, as advisable, and present to Board. |
| 12 to 18 | Request proposals from board selected hotels, with assistance of conference broker, as advisable, and present to Board. |
| 12 to 18 | Negotiate contract with Board selected hotel, with assistance of conference broker, as advisable. |
| ~13 | Prepare conference management calendar and update conference budget or projected income and expenses. |
| 12 | Solicit input on food and beverage order from stakeholders, e.g. Mentor Program, Local Arrangements. |

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| 12 | Confirm hotel meeting space reservations for conference events. |
| 8 to 12 | Help Assistant Conference Manager request proposals from audiovisual service providers and negotiate contract. |
| 10 | Update conference budget and submit to Treasurer |
| 8 | Attend Fall Board Meeting at hotel and finalize arrangements for meeting spaces |
| 7-5 | Help Assistant Conference Manager complete and distribute exhibitors/advertiser/sponsor invitation |
| 7 | Finalize hotel reservation and conference registration rates as set by Board, ask Online Media Committee chair to post them on conference website. |
| 1 to 1.5 | Make arrangements for VIP rooms to be paid by ARSC. |
| 0.5 | Review exhibitor payment history. |
| During Conference | Liaise with hotel staff, conference management team, exhibitors, and participants as necessary. |
| After Conference (months) | |
| 1 | Review and approve for payment audiovisual contract billing; receive invoices from hotel. |
| 1 | Contact the next year's Local Arrangements Committee to begin work on the next conference calendar. |

5 Financial Support

The Conference Manager receives:

- Funds to execute duties of position as approved annually by the ARSC Board of Directors.
- Financial support to attend fall meeting of the ARSC Board of Directors.
- Funds for accommodation during conference, typically allocated from hotel contract room comps.
- Conference Manager pays own conference registration and travel costs.

6 Effort

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

- Assistance with selection of location, hotel, host: 10 to 20 hours.
- Hotel contract negotiation and liaising: 10 to 20 hours.
- Exhibitor, sponsor, advertiser liaising: 2 to 5 hours.
- Preparation of budgets, food and beverage orders, event orders: 10 to 20 hours.
- Preparation of conference program booklet, advertisements, design, printing: 15 to 20 hours.
- Onsite facilities management: 40 hours.
- Review of final billing, preparation of conference financials: 2 to 5 hours.

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7 Document History

- **20191120:** Drafted by Nathan Georgitis and Maya Lerman, with contributions from Brenda Nelson-Strauss and Curtis Peoples.
- **20191202:** Revised by Nathan Georgitis with contributions from Brenda Nelson-Strauss.
- **20191214:** Annotated by Bill Klinger to clearly distinguish between *Objectives* and *Functions*. Suggested 21 Objectives, distributed across 3 Stakeholder Categories.
- **20191230:** Revised by Maya Lerman with contributions from Bill Klinger.
- **20191231:** Revised by Bill Klinger, adding two subsections to Section 1. Commented on terminology and chronology. Simplified the Schedule Table.
- **20200303:** Revised by Nathan Georgitis with contributions from Brenda Nelson-Strauss and Maya Lerman. Objectives and functions revised based on Bill Klinger comments.
- **20200304:** Revised and annotated by Bill Klinger (with input from Anna-Maria Manuel), toward reconciling the bulleted list of Functions in Section 4 with the Tasks listed in the Section 5 “Schedule” table. To eliminate the redundancy and poor mapping of those two sections, Bill recommends that the content of Sections 4 and 5 be combined into a single table, under a new Section 4, “Functions and Schedule.”
- **20200316:** Revised by Nathan Georgitis to include Section 4, “Functions and Schedule.”
- **20201105:** Revised draft submitted to Operations Manual Committee for review and approval.
- **20221007:** Revised by Nathan Georgitis with contributions from Tim Brooks. Section 1. Position revised in response to the charter of Conference Committee. Section 4. Functions and Schedule revised to include work with conference broker.
- **20221018:** Revised draft submitted to Operations Manual Committee for review and approval.