



CONFERENCE MANAGER

FLSA: Exempt, Full-Time

SUPERVISOR: Executive Director

SUPERVISORY RESPONSIBILITIES: None at this time

As the leading voice and ally of choral music in the United States, the American Choral Directors Association (ACDA) is dedicated to serving teachers and directors of choral music through education, performance, composition, and advocacy. ACDA is a 63-year-old, \$3MM membership association of over 13,000 choral professionals and industry partners nationwide. ACDA supports the choral profession through programming, festivals, workshops, symposia, choral program exchanges, international efforts, publications, peer networking, professional development, and conferences. Our purpose is to serve and support choral teachers and directors of children and youth choirs; community choirs; K-12 choirs; music and worship; composers; and collegiate and professional ensembles; and members of the retired choral community. ACDA has made a commitment to access, diversity, equity, and inclusion (ADEI) and considers this work within the choral field to be central to our mission. With chapters in every state in the U.S., over 1 million choral participants are affected by the work of ACDA every year. ACDA has a 14-member, well-respected staff. The organization is located in Oklahoma City, Oklahoma.

POSITION:

Providing leadership and strategic direction on all aspects of the ACDA conference experience, the Conference Manager is responsible for the successful execution of ACDA's conference programming. The Conference Manager is a key staff member and provides considerable support to National and Regional volunteer leadership as they seek to organize and lead conferences across the country.

The ACDA conference schedule is coordinated in alternating years. During the odd-numbered years, one National conference is executed and led by the ACDA Vice-President, a conference committee, and the National staff. The most recent national conference was held in Cincinnati, Ohio in February 2023. More than 4,000 participants joined us for five days of programming and concerts. During the

even-numbered years there are, six Region conferences (led by Region Presidents and their volunteer conference committees); one Children and Youth conference (led by a National Chair); and one Research conference (led by a National Chair). The 2024 conferences include locations in Spokane, WA, Omaha, NE, Nashville, TN, Providence, RI, Louisville, KY, Denver, CO, Pasadena, CA, and Chicago, IL. The 2025 National Conference is scheduled for Dallas, Texas in March of 2025. The 2026 and 2027 sites are currently under development.

Here are links to information on our most recent conferences. Candidates may find these useful in understanding the scope and scale of the conference events for ACDA:

[2023 National Conference](#)

[2024 Region Conferences](#)

ESSENTIAL FUNCTIONS AND BASIC DUTIES

Conference Management

- A.** Serve as the primary staff lead on all items related to ACDA conferencing.
- B.** Provide all conference-related documents, policy guides, and handbooks to conference chairs and educate them on all aspects of their responsibilities. Advise on compliance with ACDA policy and contracts as necessary.
- C.** Develop and oversee the conference budgets, compile data to determine attendance projections. Coordinate budgets with the ACDA Region and State Accountant. Provide ongoing reports to the Executive Director regarding budget management.
- D.** Serve as the primary liaison for ACDA conference chairs and committee members. Coordinate with other ACDA staff who are involved.
- E.** Advise conference teams on hotel room needs, site needs, and performance venue requirements when sourcing and contracting cities.
- F.** Source quotes for labor, AV, transportation and other needs for conferences.
- G.** Review, finalize, and provide to the Executive Director all contracts for hotels and venues. Ensure required verbiage is included. Engage in contract negotiation as needed.
- H.** Compile and maintain accurate and complete records of all conference contracts and materials. Ensure these materials are accessible to staff and volunteer leadership who need to reference them to complete their tasks.
- I.** Manage hotel room blocks and assist in coordination of registration links and rooming lists.
- J.** Serve as the Registration point person at each Region and National conference. Responsible for set-up and execution of on-site registration for attendees.
- K.** Coordinate travel, hotel, and registration arrangements for staff and ACDA leadership
- L.** Attend scheduled meetings as needed for conference committees and ACDA staff.

- M.** Serve as the primary liaison with 3rd party vendors to source all cities and hotels for National and Region conferences. Our current vendor is HelmsBriscoe.
- N.** Coordinate with Exhibits Manager to ensure conference locations and schedules are effective for Exhibitors.
- O.** Communicate to the I.T. Project Manager all information needed for the registration processes and website development for conferences.
- P.** Collaborate with the IT Project Manager on the badge printing process and badge needs.
- Q.** Advise the Membership Experience Coordinator and others working with member support on members' responses related to conferencing .

Other duties as assigned.

EDUCATION/EXPERIENCE

- Bachelor's degree or equivalent work experience
- 3-5 years minimum relevant work experience, in the arts, events/conference planning/hospitality, non-profit, education, and/or membership fields.

SKILLS & KNOWLEDGE REQUIREMENTS:

- Excellent communication, planning, and project management skills, including the ability to establish priorities, set and manage timelines, and accomplish goals
- Exceptional attention to detail
- Hotel coordination
- Event planning
- Contract negotiation
- Ability to create spreadsheets and utilize data to inform decision-making
- Experience in supporting robust access, diversity, equity, inclusion, and belonging programs and initiatives
- Exceptional interpersonal communication skills, especially in volunteer management
- Ability to analyze and solve problems creatively and strategically
- Ability to maintain composure during times of stress
- Prioritizes a member centric culture
- A positive attitude and earnest interest in being part of a diverse, service-oriented organization
- Demonstrated ability to collaborate effectively with diverse stakeholders, including staff, volunteers, vendors, and attendees, fostering a collaborative spirit and a desire to develop strong ties with members, staff, and volunteer leaders.
- Committed to building and supporting a diverse, equitable, inclusive workplace, and organization that fosters a strong sense of belonging for all.

- Proficient in crisis management, adept at maintaining composure and providing effective solutions during high-pressure situations. Skilled in swiftly addressing unexpected challenges or emergencies that may arise during conferences, ensuring smooth and successful event execution.
- An ability to be flexible and adaptable in an organization that is rapidly changing
- Proficiency in MS Office (Word & Excel) and Google (Drive, Calendar, Email) and proven capacity to develop technology skill sets needed to operate database systems.

PREFERRED SKILLS & KNOWLEDGE:

- A deep appreciation for and/or personal connection to the performing arts, specifically choral or instrumental music.
- Prior experience in a member-focused organization
- Familiarity with AMS-Fonteva and/or Salesforce platform a plus
- Bilingual in English and Spanish a plus
- Certificate in Project Management a plus

The above is intended to describe the general requirements for the performance of this job and is not to be construed as an exhaustive statement of essential functions, duties, responsibilities, or requirements

POSITION DETAILS:

Work Location: This position has the option to be fully remote. ACDA is located in Oklahoma City, OK and has the ability for a physical office location in OKC, if desired. ACDA staff reside in Oklahoma, North Carolina and Delaware. Oklahoma City-based staff opt for remote work the majority of the time.

Work Schedule: The National office operates on central time with core work hours between 9am-5pm central, Monday-Friday. Some evening scheduling is required (scheduled in advance) to accommodate conference meetings. Flexible schedules to be negotiated during times of heavy travel. Alternative schedules are to be negotiated for team members who do not reside in central time.

Travel: Required to travel. This position requires on-site work at conference locations during the regular conference season (February-March weekly travel) and on-demand during other times of the year for site coordination for future events.

PHYSICAL REQUIREMENTS:

Must be able to sit six (6) to eight (8) hours. Must be able to communicate with internal and external stakeholders. While performing the duties of this job, the employee is regularly required to talk and hear. The employee is regularly required to walk, stand, use hands to finger, handle, or feel; and to reach with hands and arms. Must be able to lift and/or carry up to 20lbs. While performing the duties of this position, the employee is exposed to computer and video monitors, speakers, and multiple interruptions. During conferences, the employee is also exposed to loud noises and crowded locations.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

COMPENSATION AND BENEFITS:

- Salary range is \$55,000-\$65,000
- ACDA offers fully paid medical, dental, vision, and long term disability insurance. Additionally, ACDA makes an employer contribution of 9% into a 403b retirement fund for the employee.

TO APPLY:

Email your resume/CV and a one-page cover letter that directly addresses your relevant experience to careers@acda.org. No phone calls, please. The position will remain open until filled. While flexible for the right candidate, our hope would be that our new team member would be able to join our organization in the next 60-90 days.

The American Choral Directors Association provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.