

Job Posting & Description for VMEA Conference Exhibits Coordinator

Through exhibit and sponsorship sales and services support, the VMEA Exhibits Coordinator assists with the execution of the Virginia Music Educators Association (VMEA) annual professional development conference. Reporting to the Conference Coordinator, the Exhibits Coordinator works closely with the conference team and vendors to ensure proper execution of sponsorship and exhibition agreements. Primary responsibilities include processing agreements, managing sponsor benefits, strategic reporting, and developing/maintaining industry relations.

Applications will be open from May 1 - June 30, 2020

- Applications are reviewed early July by the President's Committee
- Interviews in August

Interested applicants should submit a resume electronically to Annamarie Bollino by June 30, 2020 at annamari Bollino@gmail.com

QUALIFICATIONS

- proven record of organizational skills
- excellent oral and written communication skills
- ability to work with others
- proven ability to manage exhibit resources
- analytical approach to problem solving
- bachelor's degree from a four-year college or university

JOB RESPONSIBILITIES

- coordinate exhibitions for the annual VMEA Professional Development Conference
- maintain ongoing and regular contact with all exhibitors
- review all contracts, suggesting modifications to rules and/or policies and procedures
- in partnership with the VMEA Executive Director, develop, steward, and manage sponsorship development and benefits, including new sponsorship and advertising opportunities
- assist the Exhibits Manager at conference to ensure exhibitors' needs are met, answer questions, resolve problems or concerns, and address violations of rules and regulations.