Showcase Selection Committee

The Showcase Selection Committee plays an active role in determining who will appear on the showcase stage at the NACA® Conferences. The Showcase Selection process involves reviewing audio/visual and printed material submitted by NACA associate members and building showcases following discussion and deliberation. The committee is scheduled to meet remotely for one week. Dates will be available once the application opens.

Specific Responsibilities:

- Reviews showcase submissions for designated NACA conference following the NACA Showcase Selection process.
- Votes on showcase submissions, following the NACA Showcase Selection process.
- Slates the appropriate number of diverse agencies, performers, and types of production, following the NACA Showcase Selection process.
- Remains anonymous to prevent any contact from Associate members, artists, and/or agencies.
- Integrates and supports principles of diversity, equity, and inclusion.
- Assures that the associations Mission & Vision are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome and connected. This includes attending all conference events and meetings to set the tone for attendee engagement.
- Maintains a thorough knowledge and understanding of, and ensures adherence to, NACA Policies and Procedures.
- Assures that NACA goals, initiatives and relevant strategic plan objectives are integrated with conference initiatives and position responsibilities.
- Follows NACA's Non-Discrimination, Diversity Advancement and Affirmative Action Principles to recommend others to fill available positions in the NACA leadership and takes the necessary steps to achieve a diverse Association both through the recruitment of volunteers and suggesting to the Board of Directors new or modified programs and services for the Association's members.
- Communicates the Association's mission and values to current and potential members to actively promote recruitment and retention.
- Additional responsibilities as assigned and agreed upon with volunteer supervisor and/or NACA office staff liaison.

Qualifications/Expectations:

- Supports NACA programs through attendance whenever possible.
- Must be a representative (professional staff, graduate student, or undergraduate student) of a NACA member institution.

- Must not be a current or former employee or intern of a NACA associate member firm or agency, nor may they plan to be employed by or serve as an intern with an associate member firm or agency within the next year.
- Must maintain the confidentiality and anonymity of the committee membership throughout the selection process.
- Must have access to internet and webcam capabilities.
- Must be able to work independently and diligently to meet the deadlines provided as the selection process is done remotely.
- Be sensitive to the representation of the Association (i.e., school location, size and type of institution, gender, ethnic background, etc.).
- Must participate in the entire showcase selection process.
- Must have approval from and support of their institution (note: support is defined as financial as well as time out of the office, etc.).
- If the volunteer changes jobs during the position's term, the new school must also be a NACA member and provide a statement of support. The NACA Coordinator of Volunteer Leadership Services must be informed of this change within two weeks and the new letter of support must be received at the NACA Office within 30 days of selection. If not a member school, the school must join as a member within two weeks of transition.
- Prior attendance at a regional conference is not required but is preferred.

Association Support:
- NACA Connect
- Zoom
- NACA Google Drives

Term of Service/Time Commitment:
- Showcase Selection Committee meeting dates vary by region. Committee members will be required to work from noon to evening hours, Sunday-Saturday of the scheduled week. See application for more information.

NACA Liaison:
- Associate Services Manager

Competencies:
- Relationship Development
- Professional Development
- Technology