



### **National Showcase Production Team (NSPT) Assistant Coordinator**

*The Assistant National Showcase Production Coordinators facilitates the presentation of showcases at NACA Live® and supports the showcase production at NACA conferences as needed.*

**Key Competencies:** Event Support, Technology

#### **Specific Responsibilities:**

- Serve as a secondary point of contact for all aspects of NACA Showcase Production.
- Participates in calls with the National Showcase Production Team and NACA Office.
- Serves as the stage manager during showcases, making sure that artists are lined up and ready to go on stage at the appropriate times, as well as communicating the run of show to the contracted audio-visual company
- Assists with the review of Showcase policies annually & ensures that all policies and procedures are being followed according to the applicable event guide.
- Integrates NACA® goals, initiatives, and relevant strategic plan objectives in all aspects of the position.
- Maintains a thorough knowledge, understanding, and adherence to NACA Policies and Procedures, as well as other applicable laws and regulations.
- Assures that the Association's Mission, Vision, and Statement on Diversity are reflected in the attendee experience by helping create an inclusive, hospitable environment where all attendees feel welcome.
- **NACA Live:**
  - Coordinates and supervises the presentation of the showcases at NACA Live as per printed policy, in conjunction with the National Showcase Production Team Coordinator
  - Works with the NACA® Office and NACA Live Team to incorporate all announcements and awards into the overall showcase program
  - Assists in recruitment for Stage Crew members.
  - Coordinates and supervises the volunteer Stage Crew in collaboration with the contracted sound and light company.
- **NACA Conferences:**
  - Attends calls with national team, conference volunteers, and the NACA Office.
  - Coordinate the development and execution of all training offered to conference volunteers on all showcase policies and procedures.
  - Assists team in communicating deadlines, policy updates, resources, etc. to conference volunteers.
  - Attend at least one NACA Conference and supports conference volunteers with load-in, load-out, sound checks and performances

#### **Qualifications:**

- Must be a full-time professional staff member at an NACA® member institution
- Must not be a current or former employee or intern of an NACA® associate member firm or agency, or plan to be within the next NACA® fiscal year.
- You are encouraged to speak with a supervisor about professional opportunities presented by volunteering with NACA, such as professional and personal growth, and possible financial support.

- If the volunteer changes jobs during the position's term, the NACA Volunteer Development Specialist must be informed of this change within two weeks.
  - *The new school must also be a NACA member. If not a member school, the school must join as a member within 30 days of hiring.*

**Association Support:**

- Access to NACA Google Drives
- Travel, lodging and meals are provided for one night prior to and the duration of the NACA events.
- Office Liaison: NACA Experience & Events Director

**Term of Service:** Two years, May 1 - April 30

- NACA Live: Must attend NACA Live (February, dates vary)
- NACA Conferences: Attending 1-2 conferences as needed, September-November and March-April
- Approximately two hours a month, including meetings and independent planning/organization
  - *Time commitment is flexible and often dependent upon active projects.*

**Supervision Received:** National Showcase Production Coordinator

**Supervision Exercised:** Stage Crew

**Competencies:**

- Volunteer and Staff Management
- Assessment & Data Management
- Technology
- Policy Knowledge, Development, and Management
- Training
- Event Support