

## Events Coordinator

### *Job Description*



Facilitates the securing of appropriate venues for regional programs and events, including site inspections and negotiation of contracts

Coordinates on-site arrangements for all regional meetings and events, including regional competitions

Oversees the work of the Chair of the Regional Convention (CRC) as defined in the Guidelines for Regional Convention

Works in coordination with the Marketing and Education Coordinators on marketing and educational events

Oversees registration for all regional events

Maintains contact with appropriate staff members at international headquarters

Maintains comprehensive records and forwards materials to successor

Trains her successor

Appoints staff to assist in the implementation of her responsibilities

*A vodcast outlining each RMT member's duties has been created and can be found in the Leadership section of the Members Only portion of the Sweet Adelines International website*

### **Recommended Skills and Competencies**

- Demonstrated event planning and site selection experience
- Demonstrated understanding of contract negotiations
- Demonstrated understanding of audio/visual equipment
- Knowledge of basic finance concepts
- Ability to travel
- Ability to coordinate various activities simultaneously
- Ability to work proactively