



Job Posting: LDSPMA Conference Manager

Deadline to apply: Saturday, September 14, 2024

Job Details

- **Time Commitment:** Part-time. Generally 8-12 hours/week (35-50 hours/month). Hours will likely spike each April when launching conference registration and each September and October gearing up for the conference.
- **Location:** Remote. Must be able to attend the in-person LDSPMA Conference (in Orem, Utah, each October). If you live out of state, we will reimburse travel to and from the conference.
- **Pay:** Starting at \$23-\$25/hour, depending on experience and skills.

About LDSPMA

Latter-day Saints in Publishing, Media, and the Arts (LDSPMA) is a nonprofit networking and career development organization. Started in 2015, its mission is to empower Latter-day Saints to spread the light of Christ and become voices of truth in publishing, media, and the arts.

Its flagship event is the LDSPMA Conference, held annually in Utah. Other programs include the *Called to Create* podcast, master classes, a mentoring program, and awards contests.

LDSPMA is not endorsed by nor affiliated with The Church of Jesus Christ of Latter-day Saints.

About This Position

LDSPMA is run predominantly by volunteers. Since 2017, it has hired a part-time operations manager to provide stability and consistency in (1) running the core maintenance of the organization, and (2) providing logistical and administrative support to the various volunteer committees, including the conference.

Our current operations manager, Jeremy Madsen, has been in this position since fall 2020 and is ready to step away to pursue other career opportunities. We are splitting his responsibilities into two part-time positions: this role and an [Operations & Communications Manager role](#).

Job Duties:

You are the man or woman “behind the curtain,” pulling all the bells and whistles to make sure the annual conference is planned and executed smoothly.

You are, basically, the project manager for the conference committee. This is a large committee with over 35 volunteers, separated into several sub-committees. Each volunteer (or team of volunteers) is in charge of a specific piece of the conference. The conference director, Steve Piersanti, is in charge of chairing the committee and steering the overall direction of the conference (format, schedule, theme, etc.). As the conference manager, *YOU* are in charge of coordinating how each piece of the conference will fit in with all the other pieces, and communicating all of that to attendees and prospective attendees.

With that general overview out of the way, here are the specific things you will do each year:

- Committee & Project Management
 - Take notes at monthly conference committee meetings
 - Onboard new committee members.
 - Serve as a central point of contact between the conference committee and other committees (e.g. marketing committee, awards committee, etc.)
 - Regularly check in with committee members to make sure the conference production timeline is on schedule and the proper materials are being gathered for the website and emails.
- Production
 - Work closely with the conference director to decide on a location, dates, pricing, and theme for the conference
 - Assist the registration specialist with updating and testing the registration form, tracking and organizing registration data, and creating name badges.
 - Serve as the principal liaison between the venue and the planning committee
 - Decide on room layouts and create maps for the conference program.
 - Send attendance information to attendees
 - Work with volunteers manager to recruit, organize, and train on-site volunteers
 - Work with logistics manager to order catering and to create signage
- Website
 - Build or update various conference pages on the website
- Marketing
 - Work closely with design and marketing teams to create flyers, speaker badges, ads, a media kit, press releases, and other marketing materials and to enact marketing initiatives, including:
 - Email campaigns to mailing list
 - Social media posts
 - Press releases
 - Paid ads
 - Outreach through partner organizations

- Vendors and Sponsors
 - Work with the vendor team to plan the vendor/sponsor experience
 - Make sure sponsors are highlighted on the website, in emails, and in social media
- Program
 - Assemble all materials, text, and photos for the conference designer to design the simplified grid schedule and the full conference booklet
- Event Execution
 - In the lead-up to the event, make sure all parties (speakers, attendees, vendors, service providers, committee, volunteers, keynoters) have all essential information clearly communicated to them.
 - At the event itself, walk around “putting out fires” that arise (tech issues, miscommunications, setup issues, presenter no-shows, etc.).
 - After the event, oversee any follow-up that needs to be done, including how attendees will access the recordings.

Qualifications:

- Extreme reliability and attention to detail
- Excellent written communication skills
- Excellent self-starter
- Great ability to keep track of work that needs done, without needing to be reminded.
- Great ability to store, retrieve, and locate information in emails and Google Workspace.
- Good enough grasp of grammar, spelling, and usage to write clean prose and not introduce errors.
- Experience planning large or complex events
- Aptitude at a majority of the following skills (the more, the better):
 - Copyediting
 - Web design
 - Graphic design
 - Social media content creation
 - Marketing
- Experience with the following software, or ability to learn quickly:
 - Google Workspace, including Docs, Sheets, and Forms
 - WordPress (website builder)
 - WP Forms plugin (form builder within website)
 - Mailchimp (email marketing platform)
 - Canva (graphic design software)
 - SignUp Genius (event sign-up forms)
 - Zoom

Perks

Besides the pay, the huge hidden benefit of this role is the connections: you will interact with well-known authors, publishing leaders, potential collaborators, caring mentors, and many others in the Latter-day Saint publishing and media world.

You will also learn incredibly valuable skills related to marketing, communications, project management, nonprofit governance, software tools, and more.

Hiring Timeline

- **September 14: Applications due**
- Late September: LDSPMA executive team reviews applications and interviews 2-4 candidates. Makes recommendation to the board of directors
- October: Board of directions makes hiring decision
- October: Hiree is onboarded. We strongly prefer if the hiree could attend the LDSPMA Conference in-person at UVU on October 17-19 (comp ticket will be provided)
- November-December: Training

To Apply

Email a resume to our president, Jen Brewer, at jbrewer@ldspma.org. Please CC info@ldspma.org on the email.

In either your email or an attached cover letter, please address the following:

- How did you hear about this job posting?
- Do you have a background in one of the industries that LDSPMA serves? (Writers, editors, publishers, musicians, artists, podcasters, and other content creators)
- Do you have any prior involvement with LDSPMA (as an attendee, member, volunteer, etc.)?
- What attracts you to LDSPMA's mission?

In your cover letter or email, please list at least one non-family reference (with phone number) who can attest to your project management skills and general reliability.

Application deadline: Saturday, September 14