

## LDSPMA Open Positions (Feb 2026)

<b>Leadership</b>	
<b>Executive Team</b>	
<b>Board of Directors</b>	
<b>Conference Assistant Director</b>	<p><b>HIGH PRIORITY</b> Assist Conference Director(s) in all their tasks</p>
<b>Director of Membership</b>	<p><b>HIGH PRIORITY</b> Oversee the overall direction and health of the LDSPMA community and all in-person and virtual networking opportunities. Meet monthly or bimonthly, as needed, with the different teams that comprise the Membership committee. Facilitate communication between the teams in the Membership committee and other teams within LDSPMA. Provide support to the University Chapters, NextGen Program team, and monthly Zoom classes team. Attend monthly board meetings.</p>
<b>Director of Marketing</b>	<p><b>HIGH PRIORITY</b> Convene regular marketing committee meetings. Oversee LDSPMA's general brand image, online presence, and marketing strategy. Meet with other committees to plan initiative-specific marketing campaigns. Review analytics and campaign results to refine processes. Attend monthly board meetings. (The Operations/Communications Manager and other Marketing Committee members can do most of the day-to-day task management of ensuring that emails, social media posts, press releases, etc. are being created, the Marketing Director directs the vision and strategy of that messaging.)</p>
<b>Conference Committee</b>	

Thursday Deep-Dive Workshop Assistant(s)	Assist the Thursday Deep-Dive Workshop Organizer with tasks as needed assigned (to help organize the four-hour deep dive workshop[s for the first day of the annual conference)	
<b>Tracks &amp; Speakers</b>		
Fiction Track Organizer	Organize 6 in-person sessions and 1-3 virtual preconference sessions.	
<b>Production</b>		
Preconference Zoom Specialist	Organize and set up the technology for the preconference virtual classes.	
Editor of Conference Materials	Edit session descriptions and speaker bios before they are added to the website	
Conference Program Designer	Design the conference theme graphic, other marketing graphics for the conference, and the printed conference booklet	
Conference On-site Volunteers	20-25 volunteers are needed at the conference itself to run the registration desk and assist presenters in each breakout room. Apply at <a href="http://ldspma.org/conference-volunteer">ldspma.org/conference-volunteer</a>	
<b>Interactive Sessions</b>		
Fast Pitch Assistant	Assist the In-Person and Virtual Fast Pitch organizers with logistics and execution, such as managing the signup schedule, sending reminder emails to participants and agents/editors, and managing traffic at the pitch sessions themselves. (Must be able to attend the conference in-person this October.)	
Virtual Fast Pitch Organizer	Organize and execute the virtual Fast Pitch event held a week after the main conference	
Virtual Fast Pitch Zoom Specialist		
Real-Time Reactions Organizer	Organize three Real-Time Reactions sessions: one for fiction query letters, one for nonfiction proposals, and one for book covers	
Conference Networking Organizer	Organize the networking hour at the conference. Host a virtual networking session before the conference. Take the lead on organizing any other networking opportunities related to the conference.	

<b>Internship Fair Organizer</b>	Organize the hour-long internship fair at the conference, including recruiting employers, advertising to students, and overseeing the fair itself	
<b>Marketing</b>		
<b>Conference Marketing Manager</b>	Oversee and provide project management for the marketing of the conference through LDSPMA's various distribution channels, working closely with the Conference Manager and LDSPMA's director of marketing.	
<b>Speaker Social Media Content Specialist</b>	In coordination with the Marketing Committee, create social media content tailored to specific presenters' classes that they can post on their channels. Under the direction of the Speaker Coordinator, send the materials to the presenters and encourage them to post.	
<b>Thursday Night</b>		
<b>Partnerships (Vendors &amp; Sponsors)</b>		
<b>Conference Vendors/Sponsors Manager</b>	Oversee and set the vision for the conference vendors/sponsor team; must be a strong leader with a strong vision and capacity for reaching out to people (and helping manage a team)	
<b>Conference Vendors and Sponsors Logistics Coordinator</b>	Ensure that all obligations to sponsors and vendors are met. Oversee the logistics of the Mass Book and Media Signing and exhibit tables.	
<b>A/V &amp; Recording</b>		
<b>Conference AV Manager</b>	Organize and oversee the coordination of all live AV needs with the venue, the recording and livestreaming of conference sessions, and the editing and release of recordings after the conference. Reach out to various other conference committee members to find out and understand their live AV needs. Participate in monthly Conference Committee calls throughout the year.	
<b>Conference Media Assets Optimizer</b>		

<b>Conference Camera Operators (In-person at the conference) (at least 8 needed)</b>	Help monitor a camera recording set-up in an assigned break-out room during the conference (it is not complicated – you do not need experience with recording equipment so long as you are reliable and generally comfortable using technology. We will give you full training of what to do beforehand). Attend a brief training on the Thursday of the conference. You are also welcome to help the Conference Recording Coordinator set-up and take down recording equipment if you are available.	None
<b>Conference Video Editors (at least 8 needed)</b>	Edit 6-8 recorded breakout sessions in the days following the conference to prepare the recordings for the release. Basic video editing skills and a video editing software (e.g. Premiere Pro or Davinci Resolve) and a computer that can run it are required. The editing is not particularly hard and you will be provided detailed instructions and supported by the Conference Video Editing Coordinator.	<ul style="list-style-type: none"> <li>- Basic video editing skills</li> <li>- Video editing software (e.g. Premiere Pro or Davinci Resolve) and a computer that can run it</li> <li>- Ability and availability to work quickly and reliably in the days immediately after the conference</li> </ul>
<b>Programs Committee</b>		
<b>Podcast</b>		
<b>Podcast Producer</b>		
<b>Podcast Audio and Visual Editor</b>		
<b>Podcast Host 1</b>		
<b>Podcast Host 2</b>		
<b>Articles</b>		
<b>Articles Editor in Chief</b>		
<b>Master Classes</b>		
<b>Media Assets</b>		
<b>Media Assets Manager</b>		

<b>Media Assets Currators</b>	Assist the Video Assets Manager with curating LDSPMA's library of past conference recordings and building a system on our website where videos can be purchased to watch on-demand.	Loves watching hours of wonderful content from past conferences and logging it in spreadsheets!
<b>Media Assets Video Editors</b>	Assist the Video Assets Manager with audio and video editing of media assets from the Media Assets Library as needed.	Experience in creating and editing video content. Familiarity with and access to video editing software and appropriate computer equipment to run it.
<b>Media Monetization</b>		
<b>Media Monetization Manager</b>	Help with preparing to roll out the Media Monetization platform to make past videos available to our members and the public (this is in the beginning stages – we would love your help developing it!)	Familiarity with cloud-based file management and sharing. Ability to gauge engagement and optimize future content for maximum effect. Passionate about project development.
<b>Online Courses Manager</b>	With the support of the Programs Director, plan and create online courses (e.g. on writing, editing, marketing, etc.) to be offered on LDSPMA's website, possibly utilizing video assets from past conferences or the expertise of LDSPMA members.	
<b>Mentorship</b>		
<b>Mentorship Team Member 2</b>		
<b>Mentorship Marketing &amp; Social Media Specialist</b>	Attend Mentorship Committee meetings. Under the direction of the design manager, create social media content for the Mentorship Committee. Coordinate with the Marketing Manager to send emails to LDSPMA's list and post content on various social media platforms.	Experience with designing social media posts
<b>Membership Committee</b>		
<b>LDSPMA NextGen</b>		
	We are looking for passionate and creative youth (ages 11-24) to serve on the NextGen Committee and help shape the vision for all NextGen offerings. This role involves brainstorming, planning, and organizing opportunities that support and connect young creators and aspiring professionals in publishing, media, and the arts.	

NextGen Committee Member (Youth Position)	Committee members will collaborate on ways to reach and inspire upcoming talent while gaining hands-on experience in leadership, event planning, and networking.	
NextGen Adult Mentor Committee Member	Adult members are needed to serve as NextGen Mentors, guiding and supporting the youth committee as they plan and organize various initiatives. Mentors will provide encouragement, professional insights, and leadership coaching while empowering young creators to take ownership of their projects. This is an opportunity to invest in the next generation of creatives by offering experience-based wisdom and helping them navigate the industry.	
NextGen Social Media Content Team (Internship/Volunteer Positions)	We are assembling a team of creative and social media-savvy individuals to develop and manage content for a specialized NextGen social media channel. Team members will brainstorm and create engaging posts, design graphics and videos, and help build an online community for young creators in publishing, media, and the arts. Responsibilities include sharing industry insights, promoting NextGen events, and spotlighting emerging talent. This is a great opportunity to gain hands-on experience in digital marketing, content creation, and audience engagement while shaping the future of LDSPMA NextGen.	
BYU-Idaho Student Chapter President		
UVU Student Chapter Advisor	(Must be faculty at UVU) Advise and support the student chapter leadership.	
UVU Student Chapter President		
BYU Student Chapter Faculty Advisor	(Must be faculty at BYU) Advise and support the student chapter leadership.	
BYU Student Chapter President		
Student Chapters Marketing & Social Media Specialist	Under the direction of the marketing committee, assist LDSPMA's various student chapters with creating on-brand flyers and graphics to advertise their respective events. Train and mentor student designers on each committee.	

<b>Student and University Outreach Specialist</b>	Reach out to student clubs, professors, departments, and colleges to spread awareness of and share the student discounts for various LDSPMA offerings. Serves on the Marketing Committee	Comfortable sending emails to strangers.
<b>Homeschool and Private School Student Outreach Specialist</b>	Reach out to homeschool parent forums and groups, private school administrators, etc., to let them know about LDSPMA offerings and offer group or bulk rates to their students. Serves on the Marketing Committee.	
<b>Monthly Zoom Classes</b>		
<b>Zoom Classes Team Member</b>	We are looking for a volunteer with experience or knowledge in visual arts, performing arts, or media to join our NextGen Monthly Zoom Class Team. This team helps plan and organize engaging online classes featuring industry professionals who educate and inspire young creators. The volunteer will provide insight on potential class topics, recommend presenters from the arts and media industries, and assist in shaping the educational opportunities offered through this program	
<b>Recognition Committee</b>		
<b>Awards Programs</b>		
<b>Awards Programs Manager</b>	Oversee the judging and winner-selection process of the Praiseworthy Awards and Spark Awards. Plan the presentation of awards at the LDSPMA Awards Gala in October. Meet regularly with the awards team. Lead the process of selecting the Lifetime Achievement Awards recipients.	Team and project management skills
<b>Awards submissions team member (2 needed)</b>	Data entry and organization	
<b>Lifetime Achievement Awards Coordinator</b>		
<b>Praiseworthy Awards Coordinator</b>		
<b>Spark Awards Coordinator</b>		

Awards Judges Coordinator		
Awards Certificates and Prizes Specialist		
Gala food planning team (2 needed)		
Gala decor		
Gala Set-up volunteers		
Gala Award winner table displays		
Recognition Marketing & Social Media Specialist	Under the direction of the marketing manager and design manager, assist the recognition/awards committee with creating on-brand emails, flyers, and social media posts to advertise the awards contests, awards winners, and awards banquet. Attend monthly recognition committee meetings	
Awards Judges	25-35 judges are needed each year to judge the entries for the Praiseworthy and Spark awards. See details and apply at <a href="http://ldspma.org/awards-judges">ldspma.org/awards-judges</a>	
Banquet/Gala		
Awards Gala Technical/AV Specialist		
Awards Gala Venue / Catering / Decorations Specialist		
Awards Gala Slideshow Specialist	Create the slideshow (adapting last year's template) for the awards presentation portion of the Awards Gala.	
Awards Gala Displays Specialist	Plan and execute the displays of winning and finalist books, art, and media at the Awards Gala and ensure that they are displayed in the Ballroom for the duration of the conference.	
<b>Revenue Committee</b>		
Affiliate Programs		

Marketing Team		
Tables and Booths Specialist	<p>HIGH PRIORITY</p> <p>Contact other organizations (ANWA, Storymakers, LTUE, ZIFF, Arts Conference, LDSHE, etc.) to arrange for a table or booth at their events. Circulate signups to staff each booth. Manage the setup and takedown of LDSPMA's displays. Manage storing materials in-between events.</p>	
Social Media		
Social Media Graphic Designer	Help create visual content for social media campaigns under the direction of the social media manager, using brand templates	
Social Media Short-form Content Specialist	Responsible for using and/or creating short-form video assets for LDSPMA to post and share on relevant social media channels.	Video editing skills
Design & Editing		
Graphic Designer		
Media		
Conference Photographer		
Website		
Webmaster	Help manage the technical and content side of ldspma.org.	
Website SEO Specialist	Take initiative to improve our website's SEO by adding metadata to pages and posts.	

[1] This column sets the height of each row if it detects an image in the image column. (It uses a conditional formula to insert an "X" if row G is not empty. The X is colored white and is sized at a large font size.)