

LDSPMA Open Positions (Sept 2026)				
Leadership				
	Executive Team			
	Board of Directors			
		Conference Assistant Director	HIGH PRIORITY Assist Conference Director(s) in all their tasks	
		Director of Membership	HIGH PRIORITY 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.	Passion for connecting people and fostering the growth of the LDSPMA community. Good team organization skills and initiative.
	Operations			
Conference Committee				
		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)	
	Tracks & Speakers			
		Fiction Track Organizer	Organize 6 in-person sessions and 1-3 virtual preconference sessions.	
	Production			
		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 ldspma.org/conference-volunteer	
	Interactive Sessions			
		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.	
	Marketing			
		Conference Marketing Manager	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.	
		Speaker Social Media Content Specialist	In coordination with the Marketing Committee, create social media content tailored to specific presenters' classes that they can post on their channels. Under the the direction of the Speaker Coordinator, send the materials to the presenters and encourage them to post.	

	Thursday Night			
	Partnerships (Vendors & Sponsors)			
	A/V & Recording			
		Conference AV Manager	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.	
		Conference Media Assets Optimizer		
		Conference Camera Operators (In-person at the conference) (at least 8 needed)	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
		Conference Video Editors (at least 8 needed)	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.	- Basic video editing skills - Video editing software (e.g. Premiere Pro or Davinci Resolve) and a computer that can run it - Ability and availability to work quickly and reliably in the days immediately after the conference
Programs Committee				
	Podcast			
		Podcast Producer		
		Podcast Audio and Visual Editor		
		Podcast Host 1		
		Podcast Host 2		
	Articles			
		Articles Editor in Chief		
	Master Classes			
	Media Assets			
		Media Assets Manager		
		Media Assets Curators	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!
		Media Assets Video Editors	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.
	Media Monetization			
		Media Monetization Manager	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.
		Online Courses Manager	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.	
	Mentorship			
		Mentorship Team Member 2		
		Mentorship Marketing & Social Media Specialist	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

Membership Committee				
	LDSPMA NextGen			
		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.	
		Student and University Outreach Specialist	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.
		Homeschool and Private School Student Outreach Specialist	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.	
	Monthly Zoom Classes			
		Zoom Classes Team Member	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	
Recognition Committee				
	Awards Programs			
		Awards submissions team member (2 needed)	Data entry and organization	
		Lifetime Achievement Awards Coordinator		
		Praiseworthy Awards Coordinator		
		Spark Awards Coordinator		
		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 ldspma.org/awards-judges	
	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.	
Revenue Committee				
	Affiliate Programs			
Marketing Team				
		Tables and Booths Specialist	HIGH PRIORITY 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.	
	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			
		Website SEO Specialist	Take initiative to improve our website's SEO by adding metadata to pages and posts.	