

Events Coordinator

The Events Coordinator is responsible for supervising all arrangements for conferences and tours sponsored by the Society for Industrial Archeology (SIA). These events differ from traditional academic conferences by emphasizing local industrial and engineering history and tours of working manufacturing facilities.

The annual spring conference includes the annual business meeting of SIA's members and a day of formal paper sessions. It typically attracts approximately 200 attendees. The annual fall tour is smaller with about 100 in attendance and focuses almost exclusively on tours of historic sites. Study tours to locations outside the U.S. occur once every few years and are generally limited to about 50 attendees.

The key responsibility of this position is selecting and developing a strong local team and supervising them in planning and carrying out each event. This includes working with local SIA chapters whenever possible.

The Events Coordinator is a part-time, salaried position. The hours per week average about 10 to 15 hours but vary considerably from week to week in relation to the events schedule.

The Coordinator reports to the SIA President or the President's delegate.

Duties include:

Planning for and coordinating upcoming events

- Scouting future event sites and recruiting local co-sponsoring organizations and volunteers and meeting with local volunteers and co-sponsors as needed.
- Reviewing proposals from volunteers and agreements with co-sponsors who wish to host events.
- Keeping local volunteers and/or co-sponsors on schedule in planning and carrying out events.
- Providing guidance, advice, and training to volunteers and co-sponsors.
- Scheduling the events, taking into account conflicts with closely related organizations, religious holidays, and local community celebrations, availability of hotel, etc.

Coordinating individual events

- Negotiating, reviewing and signing vendor contracts, such as for lodging and catering, on behalf of SIA.
- Working with SIA President on arrangements for annual business meeting.
- Working with headquarters staff, volunteers and co-sponsors to provide clear and convenient print and online registration materials.
- Handling official correspondence directly related to events.
- Publicizing events with local media.
- Attending events and assisting staff, volunteers, and co-sponsors in running the events, as needed.

Managing long-term event planning

- Reporting on status of events plans and proposals to the SIA Board and providing interim updates as needed.
- Analyzing success of events, including soliciting and responding to feedback from members.
- Maintaining historical timeline of events and ensuring that appropriate documents are filed with SIA archivist.
- Proposing to the Board policies and policy changes related to events and communicating approved policies to headquarters staff, volunteers, co-sponsors, and members.
- Documenting, updating, and communicating procedures to staff, volunteers, and co-sponsors and ensuring that these are followed.
- Standardizing financial reporting and budget procedures in consultation with SIA Treasurer.

Other duties as assigned.

Revised 11/16/09