Opening & Closing Ceremony Manager

Description
The Nevada Association of SkillsUSA will employ a contractor to manage opening and closing ceremonies for the State Leadership Conference during the fall and SkillsUSA Championships in the Spring. The terms of this contract will cover the time period of September 1 – April 15.

Responsibilities

1. Plan and manage opening and closing ceremonies for the state leadership and championship conference to include, but not limited to:
   a. Develop and implement scripts and choreography for approval by the State Director or Conference Coordinator.
   b. Make arrangements for appropriate IT equipment.
   c. Design high-quality audio-visual presentations for inclusion, as appropriate, in ceremonies.
   d. In collaboration with the State Director or Conference Coordinator, secure an appropriate keynote or motivational speaker.
   e. Manage photo booth opportunities at the closing ceremonies and throughout the conferences, as needed.
   f. Oversee the photography and video services, providing files for publishing on the organization website in a timely manner after each event.
   g. Collect, organize and manage distribution of contest prizes.
   h. In collaboration with the Officer Manager, schedule and manage practice sessions to prepare officers.

2. In coordination with the State Director and Conference Coordinator, develop and implement a public relations and advertising plan for the SkillsUSA Championships.

3. Provide follow-up and debriefing to inform plans for future Nevada SkillsUSA events.

Hiring organization
Nevada Association of SkillsUSA

Employment Type
Temporary

Beginning of employment
September 1

Duration of employment
7.5 Months

Working Hours
Varies

Base Salary
$ 400 - $ 400