Skills Conference Coordinator: Ballroom Facility

Description
The Nevada Association of SkillsUSA will employ a conference coordinator for the Skills contests to assist in coordinating the Nevada SkillsUSA Championships in Reno, in the Spring.

Responsibilities

1. Serve as a member of the conference coordinating committee and attend all coordinating committee and contest organizational meetings.
2. Oversee the entire floor layout and contest set-up at the Reno Ballroom. The floor layout includes designing the floor plan to determine square footage for each contest area, marking the perimeter of each contest area, securing the tables and chairs for contests, and partitioning each contest area with stanchions and flagging.
3. Secure the floor stanchions and flagging, as needed, for each contest area.
4. Manage and organize the pick-up and delivery of equipment for each contest, as needed.
5. Oversee the electrical contract work at the Reno Ballroom.
6. Provide technical assistance to all contest chairs and judges before, during and after the SkillsUSA Championships, as needed.
7. Oversee the floor take-down, which includes equipment move-out, cleanup, and other related duties as assigned the day after the SkillsUSA Championships.
8. Secure business and industry support for contests as needed.
9. Provide written follow-up and debriefing information to assist with the following year’s State SkillsUSA Conference.

Hiring organization
Nevada Association of SkillsUSA

Employment Type
Temporary

Beginning of employment
August 1

Duration of employment
9 Months

Industry
Non-Profit Education

Working Hours
Varies

Base Salary
$ 250 - $ 250