

Virtual Conference Manager

The Libraries, Archives & and Museums Nova Scotia Virtual Conference Team is looking for a Virtual Conference Manager for their October event.

The Conference Manager will be responsible for handling event logistics, including communicating and coordinating with speakers and sponsors, event scheduling, and day-of support. The majority of duties will be conducted utilizing conference app Pheedloop or in assisting/training others in the use of Pheedloop.

Primary responsibilities include:

- Liaise with the conference organizing committee to help plan event
- Actively participate in meetings with conference committee leading up to the event plus a post-event debrief
- Actively support positive participant and speaker relationships, providing continuous support pre, during, and post the event
- Acts as point person for the event
- Liaise with speakers to arrange and prepare presentation materials
- Liaise with exhibitors and sponsors to arrange content and participation
- Ensure that each online event has a Moderator, Leader, and the required number of Facilitators
- Provide problem-solving and logistical support on event days
- Assist with online registrations

Within Pheedloop:

- Perform initial setup of conference portal
- Liaise with speakers and assist in uploading content
- Liaise with sponsors and exhibitors and assist in uploading content and use of app interface
- Update conference portal with other content as needed
- Train moderators, other staff/volunteers in use of Pheedloop
- Ensure presentations stream when scheduled

Qualification requirements:

- Prior project management experience
- Excellent written and spoken English
- Ability to read and comprehend instructions and write effective correspondence
- Ability to clearly present information to small groups
- Have experience working on digital projects and/or platforms
- Strong working knowledge of Zoom, Webex, and other video communications platforms
- Strong working knowledge of social media platforms and Google interfaces

Terms of Employment

- 12-week contract totalling a maximum of 250 hours, from early August (there can be some flexibility for start date) to October 28, 2021. This will be part-time work except in the days leading-up to and including the event, during which full-time hours may be required

- Rate of pay: \$25 per hour
- This is a temporary position

The Libraries, Archives & and Museums Nova Scotia Virtual Conference is an equal opportunity employer that values diversity.

Applications submitted to lamnsconference@gmail.com

Application deadline is July 23, 2021. Only candidates selected for an interview will be contacted.