

OPEN POSITION

**Audio-Visual/Conference Coordinator
Meetings and Conferences Department**

The American Mathematical Society (AMS), founded in 1888, is a non-profit membership organization that promotes interest and research in mathematics through its publications, meetings, programs, services, advocacy, and outreach activities. The AMS has 30,000 members worldwide and offices in Rhode Island, Michigan, and Washington, DC.

The AMS invites qualified candidates to apply for the position of Audio-Visual/Conference Coordinator in the Society's Providence, RI headquarters. The Audio-Visual Conference Coordinator acts as Conference Coordinator for the AMS Short Course, Western and Central sectional meetings, International meetings and summer conferences as assigned, Audio-Visual Coordinator for the Joint Mathematics Meetings (JMM), coordinator of electrical and internet orders for the JMM, coordinator of AMS portion of the JMM scientific program, and serve as staff liaison for various committees of the AMS.

Come and be part of an extraordinary collection of talent who administer the Society's meetings and conferences.

RESPONSIBILITIES:

- Work with the Associate Secretary and local coordinators of assigned sectional meetings (currently those in the Western and Central sections of the country) on all arrangements to ensure successful meetings
- Work with the Associate Secretary and local coordinators of assigned international meetings
- Work with the Associate Executive Director for Meetings and Professional Services, the Special Projects Officer, and meetings staff to coordinate all aspects of at least one Mathematics Research Community (MRC) conference
- Work with the Associate Executive Director for Meetings and Professional Services to coordinate the AMS Short Courses
- Serve as staff liaison for the Short Course Committee, includes preparing the agenda and providing staff support onsite
- Work with the Program Coordinator to coordinate AMS portion of JMM scientific program; includes all scheduling
- Work with the Associate Executive Director for Meetings and Professional Services, the Special Projects Officer, and meetings staff to coordinate all aspects of the AMS Summer Institute (occurs every 10 years) and the AMS von Neumann Symposium (occurs every 4 years)
- Oversee and execute audio-visual arrangements for the JMM; includes negotiating contracts and rates with vendors
- Oversee all electrical and internet orders for AMS and Mathematical Association of America (MAA) staff at the JMMs; includes negotiating contracts and rates with vendors

QUALIFICATIONS:

- Must possess strong analytical skills along with critical-thinking and problem-solving skills
- Must be able to work independently, prioritize responsibilities and projects, and complete projects in a timely manner
- Must possess excellent interpersonal skills and the ability to maintain a professional manner under pressure. Must have excellent written and oral communication skills
- Must be computer literate in desktop publishing, preferably InDesign. Working knowledge of CAD (or the like) drawing software, desirable
- Working knowledge of audio-visual equipment and meeting room setups, required
- Working knowledge of PC's, Microsoft software, including Word and Excel, essential

EDUCATION and/or EXPERIENCE:

- Bachelor's degree preferred. Minimum 6 years in meetings industry required
- Work experience with budgets and financial spreadsheets helpful
- Work experience with conference management very desirable
- Work experience with electrical and internet specifications and jargon helpful
- Any combination of experience, education, or training that provides the level of knowledge, skill, and ability required is acceptable

The AMS offers excellent benefits including competitive salaries, health and dental, very generous retirement plan contributions and investment options through TIAA-CREF, flexible spending benefit, generous paid leave, paid life insurance, flexible work hours to help provide work/life balance, free parking, a casual and relaxed work environment, computing benefit, tuition assistance, professional development opportunities and much more.

To apply go to: <https://tinyurl.com/j7cwztm>