

OPEN POSITION

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

Act as Conference Coordinator for AMS Short Course, Western and Central sectional meetings, International meetings and summer conferences as assigned, Audio Visual Coordinator and on-site floor manager (when appropriate) for the Joint Mathematics Meetings (JMM), coordinator of AMS portion of the JMM scientific program, and serve as staff liaison for various committees of the AMS.

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, produce the announcement and printed program, run registration at the meeting, and coordinate all logistics at the meeting
- Work with the Associate Secretary and local coordinators of assigned international meetings
- Work with the Associate Executive Director for Professional Programs and Services and meetings staff on all arrangements for the Mathematics Research Conferences, including running some conferences on site
- Coordinate the AMS Short Courses, includes preparing budgets, working with the speakers, preparing announcements, and coordinating all logistics for these courses at the meeting
- Coordinate AMS portion of Joint Mathematics Meeting scientific program, including all scheduling
- Coordinate all aspects of at least one MRC conference from preplanning through the processing of travel reimbursements for participants and reconciliation of bills. Provide these same services for other summer conferences which may occur (such as von Neumann or Summer Institute)
- Oversee and execute audio-visual arrangements for the Joint Mathematics Meeting; includes negotiating contracts with vendors, insuring that all meeting rooms are equipped with sufficient seating and audio-visual equipment, and reconciling bills after the meeting
- Serve as staff liaison for the Short Course Committee, includes preparing the agenda and providing staff support on-site

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 PC's, Microsoft software, including Word and Excel essential
- Working knowledge of audio-visual equipment and meeting room setups, essential
- Working knowledge of CAD (or the like) drawing software, desirable

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 audio-visual equipment and meeting room setups essential
- Work experience with conference management very desirable
- Any combination of experience, education, or training that provides the level of knowledge, skill, and ability required is acceptable

To apply go to: <https://home.eease.adp.com/recruit/?id=1182631>

For more information reference position code 0301.05W