



**RISE UP!**  
the evolution and revolution  
of expressive arts

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feb 28 – mar 3 2019 – Doubletree Berkeley Marina

[ieataconference.org](http://ieataconference.org)

## Presentations Manager

One position available

Earn a  
**FREE**  
\* Conference  
Registration!

### Position

The Presentations Managers are responsible for developing, coordinating and implementing the conference workshop schedule based on the conference theme of diversity, social justice, and inclusion.

### Responsibilities

- Researches prospective presenters and creates database of up-to-date contact information.
- Works with conference co-chairs to create a call for proposals.
- Develops a system for receiving proposals and evaluating them anonymously. Creation of proposal scoresheet.
- Ensures all presenters receive official notification of acceptance or decline and serve as a point of contact for further clarification.
- Corresponds with presenters and coordinates workshop details and liaisons with hotel staff to assign appropriate room and time for breakout sessions.
- Works closely with presenters to coordinate continuing education (CE), conference materials, equipment and other venue necessities.
- Attends conference meetings (2 to 4 times a month) and provides progress updates to conference co-chairs and IEATA leadership when applicable.
- Works with Venue Managers to provide on-site support to presenters regarding their equipment needs. Remains in contact with presenters throughout event to ensure smooth operations.

### **Responsibilities cont.**

- Manages and troubleshoot last minute cancellations.
- Develops a workshop evaluation form for attendee feedback.
- Creates a thank you letter from the conference for all presenters.

### **Presenter Management**

- Works with conference co-chairs and various committee managers to develop a master schedule for the conference.
- Documents processes and completes necessary paperwork and/or computer input for all presenters (continuing educations, equipment, materials).
- Maintains software database of presenters and their contact information.
- Creates a detailed workshop plan (to include event capacity, equipment needed and shipments of presenter's materials and supplies, confirmation of their attendance).
- Maintains and communicates with presenters at all stages of conference planning.

### **Desired Qualities**

- Advanced experience in coordinating, implementing and managing workshops.
- Prepared to work with existing Presentations Manager to complete current tasks and agree on a workflow.
- Must possess excellent communication skills—use to working with a diverse group of people with various work styles and temperaments.
- Essential to be detailed oriented and organized.
- Ability to work in a fast-paced, team atmosphere, utilizing strong collaboration and interpersonal skills.
- Must be proficient in MS Office computer programs.
- Meet the minimum volunteer hour requirement (15–25 hours a month) for conference leadership positions.
- On-site conference management required

### **Benefits:**

- Venue and facilities management for a renown international organization that certifies Registered Expressive Arts Therapists (REAT) and host to the only international and intermodal conference on the expressive arts.
- **Opportunity to receive a free full registration to attend the IEATA 2019 conference (based on hours served/tasks completed). \*Transportation and room not included.**
- Network with clinicians and practitioners of the expressive arts field.
- Professional development and IEATA recognition.

### **Position Type: Non-paid volunteer position**

**Contact:** [conference@ieata.org](mailto:conference@ieata.org)