



TAIKO COMMUNITY ALLIANCE

P.O. BOX 26895, SAN JOSE, CA 95159

INFO@TAIKOCOMMUNITYALLIANCE.ORG

Conference Manager Job Description

Position: Conference Manager

Reports to: Executive Director

Salary: \$32k-\$40k annually (for Part-Time); \$50k-\$60k (for Full-time)

Status: Full-Time or Part-Time, Exempt

Benefits: Remote work, flexible work schedule, sick leave, accrual of paid time off, paid holidays.

Location: Remote. Must be comfortable with flexible scheduling across multiple timezones.

The Organization:

The Taiko Community Alliance (TCA) is dedicated to being a resource to the greater taiko community and is based on the following core values: Respect, Heritage & Evolution, Empowerment, Inclusivity and Transparency. The mission statement of the Taiko Community Alliance is as follows: "To empower the people and advance the art of taiko". We fulfill this mission by providing programs that directly contribute to the taiko (traditional Japanese drumming) community. Examples of these programs include TCA Grants, our growing digital database, and our flagship program the North American Taiko Conference (NATC).

The Conference Manager position will plan, manage, coordinate, and facilitate the complex array of activities that compose the NATC. TCA will offer a large-scale NATC event biennially, with a smaller regional conference (NATC-R) offered the opposite year.

Position Summary:

As the world cautiously emerges from the COVID-19 pandemic, the Taiko Community Alliance is focusing on restructuring our programming and improving our financial sustainability.

As part of this effort, the TCA is recruiting for a Conference Manager who will be at the forefront streamlining our event planning model, and help position TCA for further growth.

The Conference Manager will work in collaboration with the Executive Director, TCA Board, and volunteer Working Committees to:

- Oversee, coordinate, and delegate tasks to both staff and volunteers team members; this may include managing consultants/contractors as needed to fulfill conference event planning and execution
- Manage the workgroup known as Conference Committee:
 - Prepare agenda items and schedule monthly meetings that align to TCA strategic programming calendar; meetings may become more frequent during certain planning stages of the conference

- Conference Committee will assist the Conference Manager with the following: identifying annual conference theme, selecting session leaders and performing artists, conducting outreach to help secure equipment/vendors/sponsors/in-kind, cross-promote TCA conference publicity, and volunteer recruitment and management day of
- Collaborate with Executive Director to identify event budget, design, and structure; monitor cashflow, budget, and schedules
- Collaborate with Communication Manager for RFPs/Call to Artists, branding, publicity, and marketing
- Collaborate with Development Manager to secure sponsors, grant funding, and resources to support the conference
- Work closely with other Working Committees so that progress is complimentary: e.g. in partnership with TCA's Tech Committee, manage the NATC registration process; this includes website updates, assigning workshops to registrants, and preparing registration packets for distribution
- Serve as liaison between TCA and host venue(s), sponsors, vendors, contractors, and workshop leaders/artists; ED will assist with contract management, accounts payable, and execution
- Complete closeout tasks and a final event report which is presented to TCA Board
- Other duties as assigned

SPECIFIC RESPONSIBILITIES

1. Oversee ongoing operational and administrative efforts of NATC
2. Demonstrates ability while effectively collaborating with all TCA stakeholders including but not limited to members, directors, advisory council, staff, volunteers, sponsors, contractors and vendors.

CANDIDATE EDUCATION, EXPERIENCES, AND COMPETENCIES

Education

- Degree or certification in Management, Event Planning, Project Management, or Nonprofit Management required. Bachelors degree preferred.
- In lieu of a degree, 3 years of event planning or project planning experience may be considered.

Experience

- Minimum of 3 years of event planning experience in positions of increasing responsibility and authority.
- Minimum 3 years of budget management experience.
- Demonstrated fundraising success including private philanthropy, corporate donations, individual campaigns and government grants preferred
- Experience with sponsorship recruitment and retention is preferred
- Demonstrated experience in the following:
 - marketing/event promotion
 - budget management
 - Working cross-functionally within many work teams

- Knowledge or experience with cultural and/or traditional folk arts required. Emphasis on ensemble taiko study is preferred, but not necessary.

Competencies and Attributes - The ideal candidate should possess the following:

- Ability to adapt, pivot, and adopt a resilient mindset
- Ability to be a proactive force, to anticipate challenges, and serve as a positive agent of change within TCA.
- Knowledge of Federal and Local non-profit and accessibility guidelines. Familiarity with California guidelines preferred.
- Excellent non-profit administrative skills
- Excellent oral and written communication skills.
- Comfort with public speaking both in-person and over virtual platforms.
- Comfort with working effectively in a “virtual office” environment. Able to utilize various communication, collaboration, and organizational platforms (ie G-Suite, Zoom, Salesforce, etc) as needed.
- Capability and willingness to maintain a flexible work schedule – weeknights and weekends may be required.
- Ability and willingness to travel for major programming/events
- Familiarity with or the desire to become familiar with the history and practice of taiko.

Work Conditions:

This position is remote. We suggest minimal excess of noise and weather exposure to perform job duties. Suggested office/work space conditions include appropriate lighting, ventilation, temperature, and cleanliness/sanitation. This position is considered a medium duty job, wherein heavy lifting is not a requirement, and moving or lifting less than 40 pounds of weight.

The Conference Manager is expected to travel to event locations and be on-site during all conferences. These events are typically offered in July or August each year and the locations vary. Occasionally, a pre-event site visit may be required which can be conducted virtually or, if necessary, with additional travel. Anticipated travel for this position is less than 25% of the time.

To apply:

Candidates should submit the following to careers@taikocommunityalliance.org

- cover letter
- resume of no more than two pages
- three references

This posting period closes at 11:59 PM (Pacific Daylight Time) on 9/25/22

The above statements are of a general nature and are intended to describe the level of work being performed. It is not intended to be an exhaustive list of all responsibilities and duties of the position.

The Taiko Community Alliance provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.

This policy applies to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation and training.