

Texas Art Education Association
Conference Facilitator
Job Description, Duties, and Responsibilities

Job Description

Position: Conference Facilitator

Role: The Conference Facilitator is responsible for planning and coordinating various aspects of TAEA's annual conference, whether held on-site or virtually. This position collaborates closely alongside with the TAEA President, President-Elect, Executive Director, Deputy to the Executive Director, Hotel Management, TAEA Management, and Conference Chairs. The Facilitator plays an integral role throughout the entire conference process each year, ensuring effective communication and seamless execution.

Job Requirements and Qualifications

- Demonstrates excellent written and verbal communication skills.
- Possesses a positive attitude with a good sense of humor; remains flexible, patient, and efficient in completing assigned responsibilities.
- Strong organizational skills with exceptional attention to detail.
- Upholds the dignity and respect of all individuals while maintaining a constructive and positive demeanor.
- Effective collaborator, working closely with the President, Executive Director, Deputy to the Executive Director, Board Members, hotel staff, food vendors, and general session coordinators.
- Capable of making quick, accurate decisions informed by data and situational awareness.
- Maintains friendly, transparent, and professional communication while coordinating conference logistics with leadership and headquarters.

General Conference Responsibilities

- Work with the President, President Elect, Executive Director, Deputy to the Executive Director, Conference Hotel and TAEA Management in the areas of food and beverage and audio visual setup
- Review food and beverage choices with the person in charge of the specific event (e.g., Exhibit Director, VAAT Chair, etc.) once menus are received and selections are made.
- Communicate to headquarters selection of workshop meeting rooms (wet & dry).
- Provide periodic updates to the conference chairs on the status of food and beverage
- Coordinate table and chair counts for all meeting rooms and communicate the details with headquarters.
- Oversee the placement of visqueen and tarp floor coverings.
- Manage the designated budget allocated for the Conference Facilitator role.
- Attend the TAEA Executive Board meetings at the request of the President and/or Executive Director.

- Expected to attend the September onsite visit, and Pre-Conference meeting on the Wednesday before the conference.
- Promote the mission and goals of TAEA and be able to articulate the policies and guidelines of TAEA
- Assist with other conference tasks and responsibilities as assigned.

TAEA Governance:

- This position will hold a designated seat and one voting privilege on the TAEA Council-At-Large.
- The position is selected by the President and TAEA Board through an application and interview process and is not subject to an election
- This position will be considered a one year interim appointment with a performance evaluation at the end of the first year.