

Position Overview

Responsible for coordination of all conference and speaker A/V needs set up and execution throughout the conference.

Background

The Texas Volunteer Management Conference (TVMC) is the leading educational event for current and emerging volunteer management professionals in Texas and neighboring states. Since 1991, this annual conference has provided an opportunity to learn from content experts, thought leaders, and seasoned practitioners who are outstanding in their fields. The TVMC is planned and executed by professionals from organizations that are leaders in the field of volunteer engagement.

TVMC was hosted virtually in 2021 and 2022. The virtual audience doubled the size of the conference from 2019's audience of 223 to a sold out audience of 500. The conference for 2023 was paused to reflect on the past and strategically plan for how to best support the growth of the conference.

The Host Agencies, which include VolunteerNow, DOVIA of Tarrant County, and DADV, are excited to relaunch TVMC in person with hybrid components in 2024.

Responsibilities & Oversight

- Partner with Facilities Chair, Program Chair, and Technology Manager for all speaker A/V needs
- Liaison between conference and on-site AV professionals
- Assure proper equipment set-up for each speaker prior to their presentation
- Trouble shoot and resolve technical issues for on site speakers and conference attendees
- Participate and follow through with Facilities Team meetings and tasks
- Pay any conference fee approved by Leadership Team
- Attend the TVMC

Qualifications

- Have familiarity with standard conference AV equipment
- Calm and reassuring under pressure
- Well-organized, detail oriented, persistent in follow-up
- Strong interpersonal skills, ability to multitask

AV Manger Tasks

This serves as an overview of the tasks which require attention from the AV Manager. This list is a guideline and additional duties might be added to ensure the success of the conference.

- Coordinate A/V needs with Facilities Manager and on-site AV Team
- Work with site on equipment and set-up needs
- Serve as liaison between conference speakers and on-site AV team
- Serve as liaison between conference committee and on-site AV team
- Attend TVMC and assist with set-up, execution, and clean-up of the event.

Reports To: Facilities Chair

Length of Term: Service term shall be a minimum of 1 year.

Time Commitment: Up to 5 hours a month, increasing as conference approaches. On-site and available throughout the conference

Voting Status: Non-voting Member

Benefits: Support and advance volunteer management professionals and the profession in Texas. Build relationships with speakers and AV professionals.