

Exhibit/Sponsor Coordinator

Job Summary

- Under the general direction of the Conference Planner of the IAI, the Exhibit/Sponsor Coordinator is responsible for the direction and coordination of the Exhibits and Vendor Sponsorships for the IAI's annual International Educational Conference.
- The Exhibit/Sponsor Coordinator has direct responsibility for volunteer staff to assist with the Exhibit during the Conference.

Appointment

- The Exhibit/Sponsor Coordinator is chosen by the COO and Conference Planner. This is a part-time position.

Site Research

- Research future Conference sites with the Conference Planner to insure that the space required for the Vendors' Exhibits is adequate.
- Determine that the exhibit area is easily accessible by the Conference attendees (Close to meeting rooms).
- Prior to the Conference visit the Conference site with the Show Decorator and Conference Planner to discuss the layout of the Exhibit Hall, the approval of the floor plan by the local Fire Marshall, and miscellaneous signage needs for the Exhibit.

Pre-Conference Promotion to Exhibitors

- Coordinate the design and production of the Booth Reservation Kit and Exhibitor Application.
- At the current year's Conference, promote the subsequent year's Conference Exhibit and coordinate reservations for the next year's Exhibit.

Educational Program

- Work closely with the IAI's Educational Program Coordinator, regarding any sessions that may be conducted by the Conference exhibitors/sponsors (e.g. "Exhibitor Showcase" sessions).

Sponsors

- Contact vendors to determine the viability of sponsorship support for the Conference.
- Determine the event/promotional product that the potential sponsor would like to support.
- If an event is being sponsored, coordinate the event with the Conference Planner and review the details with the sponsor.
- Arrange signage and appropriate recognition of all sponsors.

Budget/Finance

- Coordinate the Exhibit/Sponsorship portion of the annual budget with the Conference Planner.

Qualifications

- A strong desire to serve the IAI in this capacity.
- Demonstrate an ability to organize and manage projects.
- Ability to meet deadlines.
- A working knowledge of computers, spreadsheets, and word processing.
- Strong communication and interpersonal skills to ensure effective current and future sales.
- Communication and interpersonal skills to effectively deal with and coordinate contracts with companies dealing with the IAI.
- Be an Active or Associate member of the IAI parent body.
- Prior experience in event management and sales a plus.

Interested individuals will need to submit a resume to Glen Calhoun, COO gcalhoun@theiai.org The position will be open until October 30, 2023. Salary and start date to be determined.