

Southeast Makers Alliance Education Director

Job Description

Position Description

The Southeast Makers Alliance Education Director is responsible for managing the event layout and logistics, set-up and tear down, curation and management of speaker and special attractions stages, serving as an event day producer, and various other duties associated with the MakEdu. This is a temporary position ending 01/01/2019.

Essential Function/Responsibility

Work with the MakEdu team and Southeast Makers Alliance to:

- Learn the local Maker/Education community and target key events to attend and promote MakEdu, recruit Makers and Educators
- Curate MakEdu speakers and entertainment stages by researching and learning current local and national Maker/Education interests
- Recruit event managers and volunteers
- Recruit local and national educators and lecturer with Maker/Education relevance
- Actively participate in the planning and creation of a detailed event communications plan
- Plan, coordinate, and execute logistical needs for event
- Manage event participant packet creation, onsite registration/check in, and packet pick-up
- Assist facility and events manager with management of vendor relationships – from determining the need for the vendor, obtaining quotes, making recommendation of vendor, managing contract process, payment and vendor relationship through execution
- Assist with recruitment of event volunteers
- Assist in managing the event timeline to ensure the success of MakEdu
- Continue to establish MakEdu guidelines, structures and programs
- Continue to develop education related Meetups to drive content and interaction with Maker/Education community

Work with Southeast Makers Alliance Executive Director to:

- Create and execute general participant communications
- Recruit and cultivate event participants
- Assist as needed with event participant application approval process and communications

- Provide directions to event staff and volunteers

Minimum Education

Bachelor's Degree

Minimum Experience/Skills/Competencies

- The Southeast Makers Alliance Education Director must possess a Bachelor's Degree, and should have five years special event experience and a proven track record of success in planning and implementation of special event fundraisers.
- Past experience in managing large scale events with 500+ participants is highly desirable.
- Knowledge and well-proven skills are required in writing, organization, communication, evaluation, problem-solving, people and project management, and public speaking.
- The person in this role will possess strong leadership skills, the ability to be creative and develop new ideas and processes, flexibility, and the ability to handle many, varied responsibilities on a daily basis, as well as work effectively in a team-based environment.
- This position operates in a fast-paced environment that requires the ability to develop and maintain timelines, provide direction to others quickly and succinctly, and maintain exceptional organizational skills.
- The leader in this role will have a strong understanding of fundraising, and the ability to develop strong personal relationships.

Technical/Other Skills

It is critical that the person in this role possess a strong level of software proficiency especially in Microsoft Office software including Outlook, Word and Excel. Proficiency with design software is a plus. Knowledge of office-automated equipment (such as computers, fax and reproduction machines) is necessary.

Southeast Makers Alliance/Maker Faire Atlanta is committed to employing a drug-free and diverse work force.

EOE M/F/D

To Apply:

Goto <http://southeastmakersalliance.org/2018/08/07/education-director/>