

Society of North American Goldsmiths JOB DESCRIPTION

Position: Conference Planning Intern

Hours: 15+ Hours per week.

Job Description: The Conference Planning Intern will play an integral role in the planning, execution and evaluation of SNAG's annual conference activities. As Conference Planning Intern, he/she will work with the teams responsible for putting together detailed plans to execute a full line-up of events. The candidate must be able to work independently. The CPI is hands-on and will require working as part of a team. You will need to complete a wide range of activities requiring clear, effective communication, critical thinking, excellent organizational skills and attention to detail. You must be able to work well under pressure, make decisions and ensure the smooth and efficient running of an event. Additional responsibilities will include, but are not limited to fundraising, communication with sponsors, vendors, and event staff, and other duties as assigned. This position will report to the Conference Program Manager and Executive Director.

Duties and Responsibilities:

- Planning, coordination, and management of SNAG conference and events
- Plan, coordinate, and execute communication about the conference and other events through Constant Contact, Social Media, and other media outlets.
- Coordination with partners and partner staff
- Managing a budget
- Working with a team to obtain proper permits
- Working with a team to plan and execute all logistical items for the SNAG Conference
- Working with a team to organize logistics of conference
- Working with a team to coordinate staffing and volunteer requirements
- Prepare logistic documents for all vendors
- Conference event management – asked to attend conference and be point person for all conference staff.
- Post event evaluation
- All other duties approved by supervisor.

SNAG is a non-profit organization dedicated to the advancement of the professional practice of artists, designers, jewelers and metalsmiths. SNAG fosters a vibrant and passionate community through education, innovation, and leadership in the field. SNAG holds annual conferences, and a wide range of programming to elevate and promote the work and careers of its members.