

	<b>Job Title:</b>	OAME/AOEM Conference Venue Planner	<b>Position Type:</b>	Contract
	<b>Location:</b>	Flexible	<b>Travel Required:</b>	Yes
	<b>Salary Range and contract length:</b>	See information below	<b>Date Posted:</b>	29 January 2020
	<b>Contact:</b>	eds@oame.on.ca	<b>Date Closed:</b>	22 February 2020

<b>External Posting URL:</b>	External Posting URL
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**Applications Accepted By:** OAME Executive Directors

<b>Email:</b> eds@oame.on.ca Subject Line: Conference Planner	<b>Mail:</b> Executive Directors Ontario Association for Mathematics Education 4751 Mack Avenue Town of Plympton-Wyoming, ON N0N 1J6
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## Job Description

### Role and Responsibilities

- The primary responsibility of the successful candidate will be the coordination of the venue services for a 2-3 day annual math conference.

Specific duties will include:

- Meet with Conference Chair(s) to understand the theme and purpose of the Annual Conference;
- To support the planning of the Annual Conference for between 800-2000 delegates.
- Support in the planning of the conference, including time, location, catering, audio-visual requirements, and cost;
- Solicit bids from venues and service providers (for example, lunches or video streaming services);
- Inspect venues to ensure that they meet the conference's requirements;
- Ensure compliance with insurance, legal, health and safety obligations;
- Coordinate event services such as rooms, technologies, and food service;
- Maintain continual contact with Conference Chair(s) and conference committees formed for specific tasks;
- Attend (virtually or in-person) conference committee meetings, if requested;
- Monitor event activities to ensure that the Conference Chair(s) and event attendees are satisfied;
- Follow timelines set by Conference Chair(s) and conference planning document;
- Be on-site and proactively handle any arising issues and troubleshoot any emerging problems during the conference;
- Work within a fixed budget and review event invoices for payment approval by the Chair of the Finance Committee;
- In collaboration with the Conference Chair(s), provide status reports for each of the three OAME/AOME Board meetings throughout the year;
- In conjunction with the Conference Chair(s) and Committee Chairs, write conference summary in time for the Fall OAME Board of Directors Meeting after the completion of the conference;
- Other venue-related responsibilities that may arise.

## **Skills, Qualifications and Education Requirements**

- Must have completed a post-secondary degree or diploma in any field or a minimum of five years experience in planning large-scale events.
- Mathematics or mathematics education experience not required.
- Proven experience as an events planner or organizer for a larger scale event
- Time management and effective communication skills
- Facility with Google Suite for documentation, communication & collaboration
- Ability to manage multiple projects independently
- Experience working within a fixed budget
- Organizational skills, initiative, and creativity
- Able to work independently and with accountability

## **References**

Please provide the names and contact information of at least three referees who can speak to your experience planning and managing a large-scale event.

## **Remuneration Schedule**

Overall Salary: \$5000 per conference (three year term)

Contract Length: 3 years starting in June 2020.

Salary will be paid according to the following schedule:

- \$1000 for booking the conference venue (confirmation letter from venue required).
- \$1000 one year prior to the conference date.
- \$3000 upon submission of final conference report.

Mileage/expenses:

- Travel will be paid at the current OAME/AOEM rate.
- Accommodations will be reimbursed (booking accommodations will be done by Executive Directors).
- Per diem for meals of \$50 per day as pre-approved by Conference Chairs.