

**Chapter Leader Position Description: Director of Live Events**

**Position Summary:**

This position reports to the Executive VP of Professional Development. Works closely with the Director of Virtual Events, Director of External Communication, and other members of Professional Develop team to develop a strategy, relevant themes, and key campaigns throughout the year. Organize and project manage events: Overall responsibility for delivery of these branded events with support of the Director of the External Communications.

**Time Commitment:**

**Term**: One Year

**Estimated Time Requirements per month:**

* Perform responsibilities of the position and participate in communications about chapter issues: 6 hours
* Attend monthly board meeting: 1.5 hours plus travel time
* Attend monthly chapter meetings and/or Special Interest Group meetings, when possible: 2 hours plus travel time and additional time to cover setup and breakdown as needed
* Participate in at least one chapter-wide committee: 2 hours
* Attend Annual Chapter Leaders (ALC) conference (strongly recommended)

**Responsibilities:**

* Manage live event speaker(s)
* Secure space
* Reach out to Director of Sponsorship & Partnership to ensure opportunities are realized
	+ sponsor
	+ partnerships
	+ gifts
	+ swag
* Work with team to ensure event is effectively manned
* Ensures evaluations are sent/analyzed
* Gathers data for CARE and strategic planning
* Supports Director of Virtual Events

**Training**

* Train volunteers to assist with Live Events
* Train incoming Director of Live Events
* Update personal knowledge of ATD strategies and operations

**Board Participation**

* Attends monthly board of director’s meetings
* Represents the chapter professionally and ethically in all business functions/organizational activities
* Participates in other chapter events, committee meetings, and regional conferences as available

**Qualifications:**

* Member of Greater Richmond ATD Chapter (required)
* Well organized with multi-tasking skills (required)
* Ability to handle stress and remain calm (required)
* Proven track record of organizing successful events (preferred)
* Member of ATD National (recommended)
* Skilled in written and verbal communication, personal interaction, and problem-solving in a team environment
* Ability to plan, organize, and execute activities as required by the position
* Ability to complete projects within established timeframes
* Willingness to advocate for the chapter and represent chapter professionally and ethically in all business functions/organizational activities
* Time to attend board meetings and other chapter functions as required by this position

**Benefits:**

* Paid membership for Greater Richmond ATD Chapter
* Paid attendance for Greater Richmond chapter events
* Paid Professional-Plus Level Membership to ATD National (when appropriate)
* ALC conference and hotel registrations (when appropriate)