



ARTS SCHOOLS NETWORK

ASN Conference Manager Job Description

Reporting to and in partnership with the Managing Director, the Conference Manager will be responsible for working directly with the site-host on the logistical operations of the annual conference. In addition, the Conference Manager will serve as liaison between the site-host and Executive Committee.

MAJOR RESPONSIBILITIES:

- Assess ASN's role and involvement in conference planning and execution to facilitate alignment, consistency, and integrity to our mission, vision, and core values.
- Refine, post and advertise RFP Conference Host Application for future conferences.
- Solicit conference theme suggestions from the Executive Board and site host and make recommendations regarding the overall theme.
- Review and update conference host application process as needed.
- Coordinate efforts between the site host and the Conference Committee in planning, contracting, scheduling, registration, and program development.
- Develop a timeline and schedule of conference committee calls with the 1st Vice President, Managing Director, Membership Manager, and site host.
- Coordinate with the Membership and Marketing committees to align to Strategic Plan goals.
- Serve as the liaison for the conference hotel, ASN, and the site host.
- Conduct regular virtual meetings with the site host to confirm planning progress, hotel contract, budget, and review of the ASN Conference Handbook.
- Attend the Executive Committee site visit prior to the spring board meeting; conduct a site visit two months before the Annual Conference.
- Schedule A/V and performance equipment needs.
- Assist with the development and editing of the Annual Conference program.
- Evaluate and establish a new conference rate structure that supports ASN's mission and financial integrity.
- Work with the Fund Development Committee to secure conference sponsorships.
- Oversee conference registration processes.
- Reach out to membership who have not registered; gather feedback.
- Interact with membership to resolve registration questions and issues.
- Work with vendors and exhibitors during conference activities.
- Staff and oversee the registration table on-site at the conference.
- Prepare an annual conference report for the board.
- Other duties to ensure the annual conference is a success

EXPECTATIONS:

- Compile a comprehensive conference handbook beginning with the 2020 Conference.
- Increase conference attendance by 10% or more year-over-year.

TO APPLY:

Please send a letter of interest and current resume with three references to ASN President, Dr. Anthony McWright at anthony_mcwright@dpsk12.net by 4:00 pm EST on Monday, January 6, 2026.