

2010 Convention Logistics Intern Job Description

TITLE: Convention Logistics Intern

REPORTS TO: Director of Events

SCOPE: The Convention Logistics Intern will be responsible for assisting the Director of Events with carrying out duties and assignments relevant to the WBCA National Convention and other assignments deemed appropriate by the Director of Events and/or Chief Operating Officer. Some manual labor, lifting, travel and weekends are required.

RESPONSIBILITIES:

Convention/Exhibition (75%):

1. Responsible for updating and maintaining multiple spreadsheets containing information pertinent to convention on a daily basis using Microsoft Excel
2. Assist in arranging meeting space, audio/visual and date/time needs for most meetings, conferences, informative workshops, roundtable discussions, awards banquets, parties, and on-court demonstrations that will take place during convention
3. Serve as liaison to speakers, sponsors, coaches and other invited guests. On-site responsibilities include greeting all speakers, presiders, on-court presenters and facilitators prior to start of each session
4. Assist in recruiting suitable individuals to facilitate all informative workshops and on-court demonstrations that take place during convention; this involves communicating their responsibilities and providing them with the necessary materials for those responsibilities
5. Responsible for recruiting suitable individuals to demonstrate basketball maneuvers for on-court presentations during convention
6. Assist the Coordinator of Legislation and Research in creating and revising Business Meeting Agendas for NCAA Division I, II, III; NAIA; Junior College/Community College; High School and Assistant Coaches' meetings that will take place during convention
7. Assist the WBCA Administrative Department in arranging and coordinating the WBCA Board of Directors' tasks during Convention
8. Responsible for obtaining, compiling and submitting to the WBCA Communications Department professional headshots and biographies of featured speakers along with session descriptions of all informative workshops and on-court demonstrations taking place during convention for use in the WBCA Convention Program
9. Assist in the on-site coordination and management of the WBCA exhibit hall and all of its components (i.e., court clinics, roundtable discussions, sponsor events, and meal functions)
10. Assist in coordinating all room assignments with convention center and hotel for programming. Communicate all requests and changes to the appropriate parties as well as updating convention spreadsheets and program schedules accordingly; this includes requests for food and beverage, audiovisual equipment, and scheduling of event.
11. Obtain bids and coordinate logistics of technical support (i.e. event radios, copiers, computers, printers etc) used during convention
12. Assist with the coordination of the volunteer schedule and on-site management of volunteers
13. Responsible for compiling materials for and creating handbooks to be used during convention for all volunteers, interns, staff members and hoopsters
14. Responsible for creating schematics for specific events and office space when necessary
15. Responsible for working with the WBCA Membership and Convention Services Department and Communications Department to create an effective online post-convention survey for

attendees; this also involves coordinating distribution, collection and analysis of survey results.

16. Document minutes during various meetings and email out to selected individuals
17. Assist with post event activities (i.e., thank you letters, refunds, etc...).
18. Assist with on-site management as directed by Director of Events and/or Chief Operating Officer.
19. Coordinate, manage, and complete internship evaluation process on-site and post report

Administration (20%):

1. Receive telephone calls in a professional manner. Handle calls if possible and forward detailed messages for other calls.
2. Process telephone requests for pertinent information.
3. Maintain informative and accurate records as well as an organized filing system for designated areas of responsibility.
4. Generate all necessary correspondence related to assigned event(s) responsibilities.
5. Participate in all mailings including assembly, printing, and processing.
6. Assist Chief Operating Officer with administrative duties.

Other (5%)

1. Work the required three (3) Saturdays as designated by the Director of Events.
2. Complete special projects and other duties as assigned by the Director of Events and/or Chief Operating Officer.

Please submit all application materials to:

Contact Name: Daniella Trujillo

Job Title: Manager of Events & Office Administration

Email: dtrujillo@wbca.org

No phone calls please