

Meetings Manager

The League of American Orchestras (americanorchestras.org) leads, supports, and champions America's orchestras and the vitality of the music they perform. Founded in 1942 and chartered by Congress in

1962, the League links a national network of thousands of instrumentalists, conductors, managers and administrators, board members, volunteers, and business partners. Its diverse membership of nearly 800 orchestras across North America runs the gamut from world-renowned symphonies to community groups, from summer festivals to student and youth ensembles. The only national organization dedicated solely to the orchestral experience, the League is a nexus of knowledge and innovation, advocacy, and leadership advancement for managers, musicians, volunteers, and boards. Its conferences and events, award-winning *Symphony* magazine, website, and other publications inform music lovers around the world about orchestral activity and developments.

Position Summary:

The Meetings Manager is responsible for the full-cycle management of meetings/events/conferences of various sizes and complexity. The Meetings Manager will be the primary internal and external point of contact around logistics for all League events including, but not limited to, a large 1000+ delegate National Conference and a Midwinter Managers Meeting for orchestra executive directors. This position includes administrative duties, database management, phone support, and email communications. They will oversee and update Standard Meeting Templates. This role requires strong interpersonal skills for developing positive working relationships with external and internal stakeholders.

Internally the role will create, review, and support timeline development for all League events. This individual will manage all project operations from inception to execution. This role will include maintaining budgets and enforcing deadlines. A comfort level with technology is required.

Salary Range: Up to \$60,000/year, depending on experience

Primary Responsibilities:

- Leads conference planning and execution including but not limited to the League's National Conference, Midwinter Managers Meeting, online webinars, hybrid events, in-person gatherings, and exhibit booth management at in-person events.
- Runs the League's in-house meeting facilities, including, but not limited to, contracting, servicing, and billing of in-house groups. Candidate must be prepared to work in our NYC offices when rentals occur and at other times as directed.
- Sources venues, reviews contracts, and conducts site visits when necessary
- Identifies, negotiates and serves as the main point of contact for all vendors in coordination with all League events

- Assumes the lead role in all on-site and virtual logistics, set up, and management of League events
- Prepares meeting specifications and works with venues to ensure their implementation aligns with League standards
- Generates and submits rooming lists
- Reviews and signs banquet event orders
- Prepares and manages audio-visual needs
- Creates and manages logistical budgets
- Responsible for program reconciliation
- Prepares and submits vendor invoices in a timely manner; reviews and reconciles invoices
- Works closely with League's Knowledge and Learning team to execute weekly timeline tasks
- Works with Marketing and Communications to help draft, route, and distribute all attendee communications, including (but not limited to) invitations, confirmations, final meeting packets, and onsite materials
- Reviews and works closely with Member Services team on attendee databases
- Performs these and other duties as assigned in adherence with the standards and expectations of the League of American Orchestras

Qualifications:

Education/Certification

Bachelor's degree preferred

Experience

- 5+ years meeting planning, organization, and execution
- Non-profit meeting experience preferred
- Knowledge of classical music and/or musical terminology a plus

Skills/Abilities

- Must be extremely organized
- Must possess superior attention to detail and problem-solving skills
- Excellent written and verbal communication
- Ability to multi-task, prioritize workload, and meet deadlines
- Strong administrative and computer skills, including the ability to learn new software quickly, and a familiarity with Slack, Airtable, customer relationship management (CRM) systems, and Microsoft Office Suite
- Ability to see long-term assignments through to completion
- Ability to travel as required

Location:

New York, NY. Remote work is considered when not actively servicing an in-office rental, but the job is primarily expected to be in our NYC office.

Physical Demands/Work Environment:

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

This role requires the routine use of standard office equipment such as computers, phones, photocopiers, printers, filing cabinets, and fax machines.

This role requires using the English language to engage with internal and external stakeholders by phone, email, and in person. Employee is expected to be able to accurately exchange information with these stakeholders.

The role requires a reasonable amount of lifting and other physical exertion (ie: running room checks at hotels/convention centers, packing and unpacking materials around our larger events) as needed.

In the primary work environment, the noise level is quiet to moderate with ambient room temperatures, and lighting.

To Apply:

Please submit a cover letter and resume to jmorgan@nonprofithr.com with "Meetings Manager" in the subject line. No phone calls please.

Equal Opportunity Employer Statement

The League is an equal opportunity employer that is committed to equity, diversity, and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, and training. The League makes hiring decisions based solely on qualifications, merit, and business needs at the time.