

Meetings Manager

DEPARTMENT: Inclusion & Learning

REPORTS TO: Stephen Alter

SUPERVISES: None

STATUS: Full Time

FLSA: Exempt

CAREER LEVEL: Manager

SALARY RANGE: \$65,000-70,000

LOCATION: Primarily remote, with the option to utilize the League's New York City office. Applicants must be available to commute to the New York City office as needed for project-based work around meetings and events, and to travel to League events, including the annual Conference. Official League business hours are 9:00am to 5:30pm Eastern time.

TO APPLY: <https://leagueofamericanorchestras.bamboohr.com/careers/30>

POSITION SUMMARY

The Meetings Manager leads the full-cycle planning and execution of League meetings, conferences, and events of varying size and complexity, and serves as the primary internal and external point of contact for logistics across all League events, including the 1,000+ delegate National Conference and the Midwinter Managers Meeting for orchestra executive directors.

The Meetings Manager builds and maintains positive working relationships with venues, vendors, and internal and external stakeholders; creates, reviews, and supports timeline development for all League events; and manages all project operations, budgets, and deadlines from inception through execution. This role also oversees and updates the League's Standard Meeting Templates and requires a strong comfort level with technology.

POSITION DUTIES AND RESPONSIBILITIES

The duties that follow represent the primary responsibilities for this role. All employees are responsible for performing other duties as assigned. Primary responsibilities for this role include the following:

- Leads conference planning and execution for League events, including the National Conference, Midwinter Managers Meeting, online webinars, hybrid events, and in-person gatherings.
- Sources venues, reviews contracts, and conducts site visits as necessary.
- Identifies and negotiates with vendors, and serves as the main point of contact for all vendors in coordination with League events.
- Leads all on-site and virtual logistics, set-up, and management of League events.
- Prepares meeting specifications and works with venues to ensure implementation aligns with League standards.
- Generates and submits rooming lists.

- Reviews banquet event orders.
- Prepares and manages audio-visual needs.
- Creates and manages logistical budgets.
- Responsible for internal program reconciliation.
- Prepares and submits vendor invoices in a timely manner; reviews and reconciles invoices.
- Works closely with the League's Inclusion and Learning team to execute weekly timeline tasks.
- Works with Marketing and Communications to draft, route, and distribute all attendee communications, including invitations, confirmations, final meeting packets, and onsite materials.
- Reviews and works closely with the Member Services team on attendee databases.

POSITION QUALIFICATIONS

Education/Certification

- High school diploma minimum
- Bachelor's degree in event management, hospitality, or a related field preferred.
- Certified Meeting Professional (CMP) designation a plus.

Experience

- Five or more years of experience in meeting planning, organization, and execution.
- Nonprofit meeting experience preferred.
- Knowledge of classical music and/or musical terminology a plus.

Skills/Abilities

- Excellent organizational and time management skills.
- Superior attention to detail and problem-solving skills.
- Excellent written and verbal communication.
- Ability to multitask, prioritize workload, and meet deadlines.
- Strong administrative and computer skills, including the ability to learn new software quickly and familiarity with Airtable and other project management software, customer relationship management (CRM) systems, and the Microsoft Office Suite.
- Knowledge of, and adaptive use of, AI technologies, including using AI to complete basic tasks such as drafting posts and summarizing text, and regularly integrating AI into workflows to boost productivity.
- Ability to see long-term assignments through to successful completion.
- Ability to travel as required.
- Experience with budget management and financial planning.
- Strong negotiation and vendor management abilities.
- Ability to work flexible hours, including evenings and weekends as required.
- Ability to work independently and as part of a team.

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

Physical Demands

- This role requires the routine use of standard office equipment such as computers, phones, photocopiers, and printers.

- 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.
- This role requires a reasonable amount of lifting and other physical exertion, such as running room checks at hotels and convention centers, lifting and moving boxes up to 30 pounds, and packing and unpacking materials for the League's larger events.

Work Environment

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

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.