



Kiwanis[®]

Kiwanis International Job Description

Job Title: Key Club Convention Production Team

Application Closes February 15, 2024

Department: Key Club International

Reports to: Key Club International Manager

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POSITION OBJECTIVE/JOB SUMMARY:

Key Club International is offering four positions within the convention production team to qualified former Key Club members to assist in the preparation and production of selected aspects of the 2024 Key Club International convention.

Participants will assist in pre-convention preparations remotely and in the actual set up and production of the Key Club International convention in Atlanta, GA.

ELIGIBILITY:

The convention production team program is open to former Key Club members who have held a district or international office during 2021-2023. Applicants must have graduated high school no later than Spring 2023.

DATES:

Remote work in advance of the convention will have flexible scheduling. The Key Club International convention takes place Wednesday, July 10, 2024, through Sunday, July 14, 2024, in Atlanta, GA.

Candidates unable to attend convention dates should not apply.

ESSENTIAL FUNCTIONS BY POSITION:

Elections

- Reviewing election procedures (Key Club By-Laws & Roberts Rules of Order)
- Work with the Key Club staff and elections chair to coordinate the elections process.
- Develop caucus and candidate schedules.
- Prepare ballots and coordinate the nominating conference balloting.
- Review and edit nominating conference and House of Delegates scripts and slides.
- Prepare materials and set up credential registration.
- Coordinate communication plan for staff and candidates

General Sessions

- Assist with stage and seating set up for sessions.
- Review and edit all session scripts and slides.
- Coordinate communication plan for staff and candidates
- Coordinate Run of Show

Workshops

- Assist with coordination and planning of all workshops.
- Prepare and distribute workshop materials.
- Coordinate logistics for workshop speakers.
- Create and distribute workshop evaluations.
- Develop list of needed items
- Coordinate exhibit hall.
- Coordinate communication plan for staff, speakers and attendees.

Special Events

- Assist with coordination and planning of contests and awards.
- Develop and assist with contest and award judges' schedule.
- Prepare materials and set up contest sign-up at registration.
- Coordinate rehearsal and order for talent acts.
- Assist with contests and awards video production.

OTHER FUNCTIONS:

- Other duties as assigned.

QUALIFICATIONS:

Required Skills:

- Ability to establish priorities, work independently, and proceed with objectives without supervision.
- Ability to work well under pressure
- Must have excellent written and verbal communication skills.
- Familiarity with Microsoft Office products

Other Requirements:

- Must provide your own laptop and internet access (for remote work)
- Kiwanis Family experience a plus
- Multilingual a plus
- Must be a resident of the United States

COMPENSATION:

Each production team member will be paid **a total stipend of \$1500** for work performed in this role. Airfare to the international convention and hotel accommodations on site will also be provided.

WORKING CONDITIONS/OTHER INFORMATION:

Applicants will be required to complete a drug screen before accepting the position. Participants will be expected to abide by the Key Club code of conduct prohibiting the use of alcohol or drugs. Any violation of these rules or any local, state, or federal law will cause the position to be terminated and the participant will be sent home.

Selection will be made through an application process. Cover letters should answer the following questions.

1. What do you want to gain from participation in the convention production team?
2. What special skills can you offer?

Videoconference interviews will be used for candidate selection. Notification will take place by March 1, 2024.