

Assistant Vice President of Programming

- Collaborate with the Vice President of Programming to schedule and deliver AMA Madison events. These include:
 - Monthly Signature Speaker Series luncheons
 - Craft Marketing (evening networking events)
 - Socials and volunteer appreciation events
 - Annual *Moving Marketing Forward* Conference (every September)
- Work with the Conference Chair to ensure the upcoming conference agenda and venue logistics are in place by April 1.
- Ensure the programming calendar for the first half of the 2019-2020 program year (July – December) is in place by August 30.
- Ensure the programming calendar for the second half of the 2019-2020 program year (January – June) is in place by November 15.
- Research, recommend, and coordinate logistics for all events:
 - Speakers/presenters/panelists/moderators
 - Venues
 - Catering
- Lead communications with guest speakers and assist with set-up at events
- Continuously develop new ideas and formats for events to keep AMA Madison competitive in the marketplace
- Develop connections with other AMA chapters to generate speaker and event ideas
- Help lead a volunteer team to handle:
 - Event setup and tear-down
 - Signage, name badges, pens/pads, giveaway items, etc.
 - Attendee check-in
- Participate in a monthly Programming Committee conference call

Preferred Qualifications:

- Desire to gain leadership experience. This individual will be prepped to join the Board of Directors; therefore we are seeking someone interested in a two-year minimum commitment.
- Team player willing to work with the Board of Directors in developing innovative programming



- Ability to attend all or most AMA Madison events
- Self-motivated, dependable, and accountable
- Outgoing and energetic—able to develop new connections
- Committed to furthering the mission of AMA Madison
- Event planning/management experience a plus