



ASSISTANT CONVENTION MANAGER

ASH Productions is a company that currently produces a season of 20+ events in cities across the United States from October to July. This is a Florida-based position in St. John's, Flagler, or Volusia counties. The ASH Office is located in Palm Coast, Florida. The ACM must be able and available to travel to all events via airplane. This position will be an in-office and traveling position combination. Applicants must have a broad knowledge of live event production as well as administrative skills.

Who are we looking for?

- A person with an eye for space planning and design.
- Someone with general knowledge and command of social media platforms, i.e. Instagram, TikTok, Facebook.
- Someone who manages a crowd with grace and patience.
- A person proficient in Apple computers, SaaS, CRM solutions (TourPro), file management systems, Canva, Zenfolio, Jotform.
- Someone who works with media and understands basic tools of editing short videos and photos.
- A person with Excellent customer service abilities and experience.
- Someone with knowledge of the dance convention industry.
- Someone who has excellent verbal and written skills.
- A person with a Well-developed sense of urgency, precision, and efficiency.
- **Reliability, punctuality and ability to work in a deadline oriented team atmosphere.**

What is the scope of the job?

- Executing sales on merchant platforms for Photo/Video (Zenfolio) and Merchandise (Shopkeep).
- Load-In and Load-Out of pre-function and office space at each event.
- Merchandise inventory.
- Adjust design of pre-function space based on each individual event location.
- Connect with clients to solve on-site issues which may be different at each event.
- Detailed setup and organization of specific Registration materials for each client at each event.
- Faculty Media Management coordinating with the Photographer and Videographer.
- Merchandise Management both in the office and on-site.
- Complete photo/video sales and storage management before, during, and after events.
- Managing Scholarships, Awards, and Critiques in the registration system both during and after the events.
- Preparing VIP materials at the direction of the Client Relations Manager.

Travel

Candidates must be able and available to travel to all events via airplane from your home airport on Wednesday, Thursday or Friday and return on Sunday or Monday following each event. Flight, hotel, and transportation to and from the host city airport are covered by ASH. ACM is responsible for their own transportation to and from their home airport.

Compensation:

Salary \$30,000 - \$40,000

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ASH Productions is an Equal Employment Opportunity employer and does not discriminate on the basis of race, color, national origin, religion, gender, age, veteran status, political affiliation, sexual orientation, marital status or disability (in compliance with the Americans with Disabilities Act) with respect to employment opportunities. ASH celebrates diversity and commits to creating an inclusive environment for all employees and subcontractors. The company's goal is to remove barriers to employment that are faced by racialized groups and encourage applicants of all genders, abilities, and ethnic, socio-economic, religious, and educational backgrounds. ASH believes that a team with a variety of perspectives and skills is critical to our growth as an organization, and we seek to recruit, develop and retain the most talented people from a diverse candidate pool. For further information about ASH, please visit www.ASHDance.com