The AMC is seeking a Registration Coordinator

AMC2020 - June 25th-28th, 2020

The AMC has been a place where people converge from across the country to share skills and strategies for transforming our world through media, art, and technology. The Allied Media Conference works at the intersection of many social justice communities: youth leadership, queer and transgender liberation, environmental justice, disability justice, transformative justice, radical people of color anti-violence, healing justice, prison abolition, decolonization movements, anti-poverty movements, radical art, intergenerational movement-building, immigrant justice, media justice, community media, open-source technology, education for liberation, and many more.

Role Overview

The Registration Coordinator will work in collaboration with the AMC’s Director and Program Coordinator from March 2020-July 1st, 2020.

The Registration Coordinator will do the following:

- Manage the distribution of registration coupon codes
- Manage Eventbrite point of sale and online badge printing
- Prep all badge supplies for the conference and coordinate badge assembly
- Support presenters, performers, volunteers, sponsors by providing registration help leading up to the conference
- Manage the registration table set-up, stocking of supplies, and take-down.
- Manage volunteers assisting with registration during the conference
- Field questions at the registration table, including referring questions to the info desk or to staff people who have answers, as needed
- Coordinate remote registration for offsite events
- Reconcile any discrepancies in registration sales / records
- Perform additional tasks related to the position as requested
Prospective Timeline

- Approximately 40 hours in the months leading up to the conference (March through June)
- June 23rd, 2020: 12:00PM - 5:00PM (Conference prep at the AMP Office)
- June 24th, 2020: 11:00AM - 7:00PM (Conference prep at the AMP Office and set-up at WSU Student Center)
- June 25th, 2020: 8am-5:30pm (9.5 hours, Student Center)
- June 26th, 2020: 7 a.m. - 5:30 p.m. (10.5 hours, Student Center)
- June 27th, 2020: 7 a.m. - 6 p.m (11 hours, Student Center)
- June 28th, 2020: 9 am - 6 p.m. (6 hours, Student Center)

Role Details and How to Apply

This is a contracted position with the Allied Media Conference. The Registration Coordinator will receive $22/hr to complete approximately 130hrs ($2,860 total) of work including meetings and intraconference support. The Registration Coordinator will begin work early-March 2020.

To apply:

Please send the following to amc@alliedmedia.org with the subject line “Last Name, First Initial - Registration Coordinator”

- A resume/CV
- Cover Letter
  - Be sure to include:
    - Any previous experience with this or any similar position.
    - Why you would be a great fit to support the AMC in 2020.

Priority will be given to submissions before February 28th, 2020.