



AMERICAN ANTHROPOLOGICAL ASSOCIATION

Advancing Knowledge, Solving Human Problems

POSITION PROFILE

Director, Meetings & Conferences

Overview

The Association is the world's largest scholarly and professional society for anthropologists, with about 10,000 members. Founded in 1902, the Association is dedicated to advancing human understanding through anthropological research, and promoting the application of this advanced understanding to tackling some of the world's most pressing problems. The Association has a staff of 22, publishes 23 scholarly journals, and stages a dozen research conferences each year. The Association also promotes professional development for anthropologists, and serves as the public face of the field for outreach, education, and advocacy activities. The Association is committed to a diverse staff, supports staff professional development, and has a generous benefits package.

Overall Responsibility

This position contributes to the overall success of the Association by overseeing the successful planning and execution of one large annual meeting (6500-7000 attendees, 80-100 exhibitors), 8-12 smaller annual meetings (100-400 attendees each), one biannual international meeting in collaboration with the African Studies Association, and virtual meetings. The director works closely with a large

number of volunteer leaders who provide oversight for the scholarly content of these meetings, and with third-party vendors/partners who provide essential support services for (1) site selection, contract negotiation, and housing bureau; (2) abstract submission and review software; (3) mobile app; (4) onsite decorator and a/v; (5) exhibitor and sponsorship sales; (6) child care, and (7) accommodation for persons with disabilities.

Scope of Organizational / Functional Responsibilities

Meeting management, planning and implementation, exhibit & advertising programs, special events program (organizational/educational/social events), project manager for AAA preliminary and final programs, and other meeting publications like the Abstracts of papers, contracts with meeting facilities, vendors, subcontractors, AAA program support and direction, meeting site and facilities assessment and recommendation, on-site meeting management, point of contact for members and section program editors, technical manager for meeting systems. Development of new meetings related products and services that expand the reach of the annual meetings and provide additional educational opportunities

Specific Responsibilities

- Direct, plan, manage and implement AAA, Section annual meetings and conferences.
- Direct, manage and make administrative support available to the AAA program Chair, the AAA Executive Committee, and Section program planners.
- Provide direction to the Executive Program Chair on meeting organization to ensure adherence to AAA policy.
- Provide guidelines on operations and establish procedures and deadlines for the AAA Executive Program Chair and the section editors to follow for the organization of the annual scholarly program
- Plan, develop and direct AAA meeting policies, programs and services.
- Manage scientific program administration: establish procedures, timelines and work flow for the submission, assign meeting rooms, review and scheduling of papers and sessions for the program.
- Develop and integrate meeting related activity with the AAA web site: develop programs for on-line proposal submissions, peer-review by the program committee members, & publication of the program and abstracts.
- Schedule all meetings and events exclusive of the scientific program.
- Coordinate and oversee implementation and development of continuing information curriculum workshops.
- Research, analyze and recommend meeting sites/facilities consistent with AAA meetings venue directives.
- Negotiate hotel/facility contracts for AAA and section meetings; negotiate contracts with vendors, service firms, and contractors.
- Assess meeting programs and procedures to improve meetings value and increase efficiencies.
- Develop budgets for the annual meeting and approve expenditures.
- Oversee administration of the exhibits and advertising programs, sale and assignment of space, assist with promotion and sponsorship programs.
- Direct all on-site meetings logistics with key hotel staff, produce resumes for annual meeting events including rooms set-up, audiovisual orders, food and beverage, and telecommunications, internet requirements coordinate staff travel, arrangements and schedules for on-site duties.
- Develop new products and services to enhance member benefits and/or increase non-dues revenue such as e-based programs, additional conference opportunities, etc.
- Select, train and supervise department staff.
- As technical manager of meeting systems, direct and oversee software systems for the annual meeting.
- As project manager for the meeting publications, direct copyediting, proofreading, typesetting and printing.
- As senior AAA staff, provide executive team with advice on strategy and implementation activities, and support association governance activities (e.g., staff liaison to board committees).

Qualifications

- Bachelor's degree required, Master's degree a plus; some coursework in the social sciences highly desirable.
- Minimum 5 years in a management / supervisory position, preferably with a scholarly association.
- Demonstrated strengths in organization, planning, marketing, and excellent oral and written communication. Extensive familiarity with all facets of meeting planning and execution, detail-oriented, flexible, strong customer-service orientation, ability to work with a broad range of professional members (including persons with academic backgrounds), international experience desirable.

This search is being conducted by:

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Jim Zaniello, *President*

Vetted Solutions
1101 14th Street NW, Suite 910
Washington, DC 20005
+1 202 544 4749
jim.zaniello@vettedolutions.com

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