

Gala Chair Opening



ILEA is the principal association representing the World's largest community of creative event professionals, globally.

There is an opening for the position of **Gala Chair** for the ILEA Northern California chapter. This is a 1 year volunteer position. As Gala Chair you serve in a leadership position to guide the Gala planning and mentor the Gala Vice Chair who will serve the following year in the Gala Chair position. You will guide the committee and Vice Chair in ILEA-NCC Gala Standards, monitoring timeline, goals and budget expectation, in accordance with the Gala Standard Operating Procedures (SOP).

The ideal candidate should have background with fundraising events and event production. The Gala is ILEA-NCC's Annual Fundraising event that helps support our educational programs and scholarships. The ideal candidate will have experience coordinating a large number of vendors and volunteers. Typical committee size (including subcommittees) is 30 – 50 volunteers. The Gala showcases many of our members through sponsorship of products and services.

Interested individuals should submit a letter of intent stating their vision for the position along with an optional resume with experience related to the job description as listed below. **Deadline to apply is Friday, November 11th** and final interviews will take place via phone at a scheduled time. Submit all application materials and contact to ILEA-NCC VP of Programs & Education **Pam Perez** at vpprograms@ileancc.org for more information.

Work with Gala Vice Chair

- Develop and maintain budget, with assistance from HQ and approval by Board at January board meeting
- Select Subcommittee chairs and assist in development of subcommittees
- Provide oversight to subcommittees to ensure timelines, goals, and budget expectations

Work with the Subcommittees

- Ensure proper support on each subcommittee, including monthly Gala committee meetings
- Ensure subcommittees know vision, expectations, budget and timeline
- Ensure all subcommittee commitments are in line with budget and timeline; inclusive of sponsorship fulfillment

Work with the Board

- Attend Quarterly Board meetings to provide status report on January 17th, April 6th, and June 20th

Work with the VP of Programs and Education

- VP of Programs and Education oversees all ILEA-NCC Annual Events
- Attend monthly Programs & Education committee meetings

Work with ILEA-NCC HQ

- Work with HQ staff on budgeting, contract review, registration processing, sponsorship fulfillment, timelines

Silent Auction

- Maximize silent auction profitability

Facility

- Research 2 potential sites for Gala, present information for final decision to board in January
- Research facility requirements; permitting, electrical, labor, exclusivity of vendors, load-in/load-out, etc.

Show Flow

- Collaborate in the development of the production schedule
- Communicate all changes to appropriate departments including VP of Programs, HQ staff, Gala committee and Board

- Lead in the script-writing, production schedule, and entertainment management

Sponsor Management

- Determine needs for space and oversee procurement
- Develop RFP for sponsorship
- Oversee sponsorship management fulfillment per Gala SOP
- Coordinate with President-Elect on Strategic Partner relationships

Publicity / Marketing

- Coordinate with VP of Communications on marketing efforts
- Integrate communication strategy with overall chapter communications

Required Skills

- Commitment to ILEA mission, vision, and values
- Passionate about the events industry
- Excellent communication and organizational skills
- Excellent leadership and mentorship skills
- Excellent computer skills – Word, Excel, Outlook, Google Drive
- Experience organizing large and complex conferences and events
- Knowledge of best practices in fundraising and silent auction technologies