

# *Gala Vice 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 Vice Chair** for the ILEA Northern California chapter. This is a 2 year volunteer position that starts in year 1 as Gala Vice Chair and in the following year moves to Gala Chair. As Gala Vice Chair you will be in a leadership position to guide the Gala planning and be mentored in ILEA-NCC Standard Operating Procedures (SOP) by the Gala Chair. In the 2<sup>nd</sup> year, you will continue in a leadership capacity as Gala Chair and now provide mentorship to the next Gala Vice Chair.

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](mailto:vpprograms@ileancc.org) for more information.

## **Work with Gala 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**

- Collaborate with Gala Chair to ensure proper support on each subcommittee, including monthly Gala committee meetings
- Collaborate with Gala Chair to ensure subcommittees know vision, expectations, budget and timeline
- Collaborate with Gala Chair to 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**

- Collaborate with Gala chair and Silent Auction sub-committee chair to maximize silent auction profitability

## **Facility**

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

## **Show Flow**

- Assist in the development of the production schedule with Gala chair
- Communicate all changes to appropriate departments including VP of Programs, HQ staff, Gala committee and Board
- Assist with script-writing, production schedule, and entertainment management

**Sponsor Management**

- Collaborate with Gala chair to determine needs for space and oversee procurement
- Collaborate with Gala chair to develop RFP for sponsorship
- Collaborate with Gala chair to oversee sponsorship management fulfillment per Gala SOP
- Collaborate with Gala chair to coordinate with President-Elect on Strategic Partner relationships

**Publicity / Marketing**

- Coordinate with VP of Communications on marketing efforts
- Collaborate with Gala chair to integrate communication strategy with overall chapter communications

**Required Skills**

- Commitment to ILEA mission, vision, and values
- Passionate about the events industry
- Excellent computer skills – Word, Excel, Outlook, Google Drive
- Experience in event planning and production
- Willingness to learn and be mentored