

# Conference organizer job description

## Summary

The Ada Initiative is looking for an experienced and dynamic conference organizer to assist with our next AdaCamp, a two-day, 100-person feminist unconference for women in open technology and culture, which includes open source software, Wikipedia, fan culture, and similar areas. This event will be held on the weekend of August 1-2 2015 in Oakland, California. Learn more about AdaCamp at <http://adacamp.org>.

## Details

AdaCamp Oakland will be the eighth AdaCamp put on by our non-profit, the Ada Initiative, so we have a detailed and extensive conference plan (including a well-organized todo list) and experienced management and support staff. We need a conference organizer with strong local knowledge and connections to execute our conference plan on a tight schedule.

From 3 months to one month before the event, you will probably be working an average of 5 hours a week. In the month prior to the event, you will probably be working 20 hours a week. During the event, you will be working 10 hours for two weekend days in a row, plus about 5 hours a day on the previous day at the conference reception. Except for the days of the event, you decide where and when you work. This is a temporary, hourly, part-time position for someone with U.S. work rights living in or near the San Francisco Bay Area that pays \$40 - \$60/hr for pre-event work, and \$60 - \$80/hr for time worked on-site during the event. We are holding a second AdaCamp in Oakland in December and would prefer to work with the same organizer for that event if at all possible.

## About the Ada Initiative

The Ada Initiative is a feminist non-profit dedicated to increasing the participation and status of women in free and open technology and culture, including free and open source software, open data, open education, fan culture, and similar areas. We take an explicitly intersectional approach to feminism and are a trans-inclusive organization. Our staff is located in San Francisco, CA, Boston, MA, and Sydney, Australia. Learn more about us at <http://adainitiative.org>.

## Description of work

### Required tasks:

- Find and book an Oakland-area venue for August 1 - 2
- Assist with recruiting an inclusive and diverse set of attendees, with a strong focus on residents of the East Bay
- Find lodging for a range of prices (no hotel block reservations)
- Update the WordPress-based conference web site with various information
- Organize catering for an extremely diverse set of dietary preferences
- Organize professional on-site childcare
- Research and implement accessibility accommodations
- Recruit and hire on-site support staff
- Research and make reservations at 8-10 local restaurants for one night
- Perform a variety of simple, documented IT tasks related to attendees
- Create a local travel guide for attendees
- Send email announcements to attendees
- Answer attendee questions by email
- Attend weekly phone meetings with manager
- Organize event insurance

### Optional tasks:

- Lead evaluation of attendee applications
- Write publicity material encouraging women to apply to the event
- Serve as master of ceremonies at the opening and closing plenary sessions for each day

## Required qualifications

- Extensive professional and social connections with a variety of women in open tech/culture in the East Bay
- Demonstrated commitment to inclusivity of people of all races, disability status, parental or carer status, sexualities, classes, neurotypes, etc.
- Comfortable with events limited to people who identify as women in a way that is significant to them
- Strong knowledge of local conference venues, caterers, transit, and lodging
- Detail-oriented and able to work on multiple tasks simultaneously
- Self-motivated and action-oriented
- Willing to push back on contractors who don't meet our criteria
- Runs meetings efficiently, whether in person or on the phone
- Excellent written communications skills
- Tech-savvy at the level of:
  - Can efficiently process hundreds of emails per day

- Comfortable with Google Docs and Google Sheets
- Can create blog posts and pages using WordPress
- Familiar with managing registrations in Eventbrite

Optional qualifications (not necessary but let us know if you have them):

- Experience in open technology and culture communities (fan culture, science fiction fandom, wiki-editing of any sort, open source software, open street mapping, etc.)
- Attended AdaCamp, an unconference, or a women-only event before

To apply, please send your resume and cover letter to [jobs@adainitiative.org](mailto:jobs@adainitiative.org). We prefer PDF or text-only format (or a link to your online résumé).