



**Job Title:** Senior Manager, Conference Content  
**Reports To:** Senior Director, Conferences and Events  
**FLSA Status:** Exempt  
**Department:** Events  
**Location:** Anywhere in the U.S. (Remote)

## **JOB DESCRIPTION**

The Manager, Conference Content is responsible for researching and securing relevant content and building an inclusive and diverse experience designed to excite our members to drive attendance at SHPE events and advance SHPE's mission.

## **RESPONSIBILITIES**

- Manage the SHPE event speaker process to include:
  - Create, implement, and manage the SHPE Internal Speaker Database within CVENT or SharePoint.
  - Work with internal departments to receive and process requests from SHPE Members who wish to present at SHPE events.
  - Work with the Events Managers to book keynote and/or special speakers for all SHPE events.
  - Review content for cataloging and authenticity
  - Maintain contact information for all speakers in database and make it available to staff.
  - Assign speakers or search for speakers when needed to fill in for all SHPE events.
  - Be able to perform expense analysis and provide feedback on speaker effectiveness.
  - Distribute and collect speaker waiver forms and upload into the system.
- Responsible for the overall content track management:
  - Review content for National Convention to confirm alignment with expected event programming.
  - Assist with speaker procurement and/or theme selection for focused tracks.
  - Ensure all focused tracks have alignment to workshop framework, theme, and objectives.
- Manage SHPE signature events at National Convention:
  - SHPE Technical Achievement and Recognition (STAR) Award luncheon and gala programming lead.
  - Work constructively with volunteers and internal departments for sponsor deliverables.
  - Entertainment/MC search, interviews, and casting for both shows, STEM Luncheon and STAR Gala.
  - Audience audit (ensuring members, VIP, special guests are invited) and support management. Run of shows, working with production, rehearsals.
  - Management of Sponsor deliverables and speakers.
  - Assign which deliverable goes to which event and facilitate introduction to production team.
  - Gather information for marketing assets.
- Responsible for review, development, execution, and oversight of SHPE event content.
  - Provide suggestions for content improvements if needed.
  - Lead and pivot content decisions based on metrics and emerging current events.

- Work with internal team to develop event agendas.
- Collaborate with internal departments to review the content provided aligns with event objectives and is successfully implemented.
- Provide the Marketing department with the required information to promote events and speakers.
- Develop and produce the National Convention Fearless series:
  - Content and Speakers selection and procurement within budget
  - Onsite management and support to include Run of Show reviews, management of volunteer support to help with speakers.
  - Content and Speakers selection and procurement within budget for the assigned event
  
- Work with Research and Innovation team to utilize data from Needs Assessment and Convention surveys to inform conference content.
- Work with the IPC Coordinator to manage National Convention abstracts from IPC deliverables and non-IPC sponsors:
  - Set up of system for submission.
  - Work with volunteer convention committee members assigned to review and approve abstracts.
  - Update workshop framework topics to keep up with trends and member needs and growth.
- Plan, produce and execute the National Convention Executive Roundtable:
  - Content and Speakers selection and procurement within budget
  - Onsite management and support to include Run of Show reviews, management of volunteer support to help with speakers.
  - Content and Speakers selection and procurement within budget for the assigned event
- Perform any other relevant duties that may be required to make an event successful.

#### **DESIRED SKILLS**

- Support the Mission and Vision of SHPE
- Ability to build connections and partnerships to generate speaker procurement.
- Takes initiative and makes decisions with minimal oversight.
- Excellent writing skills
- Extensive program management skills
- Attention to detail, time management and organizational skills.
- Analytical skills
- Ability to build connections and partnerships to generate speaker procurement.
- A good understanding of the DEI industry needs to assist our members to be great candidates and community leaders.

### **JOB EXPERIENCE REQUIRED**

- Three to five years minimum related experience and/or training in speaker management and/or content creation and management.
- Ability to effectively present information and respond to questions from groups of managers, members, sponsors, and the public.
- Ability to work well with others.

### **WORK ENVIRONMENT**

- Demonstrated ability to work both independently and collaboratively.
- Impeccable ability to prioritize tasks, contribute to a healthy, productive work environment, and follow through on duties as assigned.
- Excellent problem-solving, analytical, and evaluative skills.
- Ability to meet deadlines.
- Ability to work some evenings and weekends, depending on event schedules.
- Travel will be required, including being onsite for all major SHPE events.

### **COMPENSATION AND BENEFITS**

- Annual salary is \$70,000-\$80,000
- Benefits package includes medical, dental, vision, retirement plan, tuition reimbursement, cell phone stipend, professional development assistance and vacation

### **EEO STATEMENT**

It is the policy of SHPE not to discriminate against any individual employee, group of employees or prospective employee for reasons of race, color, religion, creed, gender, gender identity, gender expression, national origin, sex, pregnancy or related medical conditions, age, marital status, ancestry, sexual orientation, physical or mental or sensory disability, genetic information, military status or any other consideration protected by applicable federal, state or local laws. SHPE is committed to providing equal opportunities in all employment-related activities including, but not limited to: recruiting, hiring, advancement, compensation, training, benefits, transfers, and terms of employment. SHPE promotes equal opportunities for all employees and applicants for employment. Further, SHPE will fully comply with all applicable equal employment federal, state and local laws and regulations.