

American Philatelic Society

Job Announcement

Position: Manager of Shows and Exhibitions

Reports to: Executive Director

Starting Salary: \$44,000 - \$47,000 plus benefit package

Available: April 1, 2017

Standard Work Hours: Monday through Friday, 8:00 am to 4:30 pm

This is a full time exempt position that requires significant travel, weekend work, and work outside of standard hours.

Work Location: American Philatelic Center, Bellefonte, PA

The American Philatelic Society is the nation's largest member organization for stamp collectors with more than 30,000 members. Its offices are in the historic Match Factory in Bellefonte located about ten miles from the Penn State University main campus. Its stamp shows/conventions are among the largest in the nation with as many as 5,000 households in attendance using as much as 100,000 square feet of exhibit space, with dozens of meetings and seminars.

General Responsibilities:

Manage the department budget, work plan, staff assistant and volunteers to achieve desired goals. Plan and execute APS AmeriStamp Expo and APS STAMPSHOW. Collaborate with other departments and other organizations on our own events and events held in our facility. Perform duties in a fashion that encourages membership growth and retention.

Specific Responsibilities - Shows

1. Travel to and management of off site events. Includes coordination of convention and show logistics such as booths, exhibits, registration and security. Success requires working with local chapters and seeking and scheduling volunteers.
2. Negotiate contracts for APS shows to include convention center, hotels, decorator, security, catering, audiovisual, shipping/transportation, and auction vendors. Review and reconcile invoices.
3. Sell booth space, sponsorships, and advertising for APS shows.
4. Work with the chair of the Committee for Accreditation of National Exhibitions and Judges to develop exhibit prospectuses.
5. Seek competitive exhibits and identify and invite other exhibits of special interest for the show.
6. Solicit and schedule affiliate participation including booth space, events, meetings and seminars.
7. Work with the United States Postal Service and other show sponsors.
8. Oversee production of event programs and materials.
9. In cooperation with other staff, develop and implement advance and on-site publicity for APS shows including design of advertisements, flyers, social media and other promotional items.
10. Identify area attractions and arrange optional tours.
11. Maintain history (attendee data, hotel room usage, etc.) for APS shows.
12. Solicit, inspect and recommend venues and hotels for future events.
13. Coordinate World Series of Philately (WSP) show calendar and schedule APS staff to work WSP shows.
14. Manage Show Assistant position.
15. Staff WSP shows as needed.

Specific Responsibilities - Facilities

16. Assist and partner with other departments, affiliated groups, and local organizations in the planning and execution of seminars, events and workshops in the American Philatelic Center.
17. Maintain facility calendar for American Philatelic Center

Required qualifications

- Event planning experience

- Volunteer management experience
- Ability to multi-task
- Proficient in Microsoft Office (Word, Excel, Access)
- Strong organizational skills

Desired Qualifications

- Bachelors Degree
- Experience working with hotels, convention centers, and visitors bureaus
- Contract negotiation experience
- Supervisory experience
- Prior development and selling of sponsorships
- Customer service experience
- Corporate relations, tourism and marketing knowledge
- Familiarity with stamp collecting

Physical Requirements

- Able to stand for prolonged periods
- Position requires lifting up to 40 pounds

To Apply

Electronic submission of cover letter and resume to Ken Martin, Chief Operating Officer, kpmartin@stamps.org is preferred. Applications accepted until position filled.

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