



[The Federation of State Humanities Councils](#) (FSHC), a membership non-profit, is seeking a meeting planning professional to join its staff as the Events Manager. Previous experience in event planning is required to be successful in this vital role. FSHC offers a collegial work environment with a small, dynamic, and collaborative team dedicated to supporting its mission of strengthening the state humanities councils.

This position is responsible for the scheduling and coordinating of all aspects of the organization's meetings and events which range in attendance from 25 to 700. Planning for the annual national conference begins three years in advance and a year in advance for the annual advocacy event. Out of state travel is required for three 2-day meetings and one 6-day conference per year. This position reports to the FSHC president and works closely with the rest of the Federation staff. The role includes a yearly salary of 55K and an excellent benefits package.

Primary responsibilities include:

- Attending hotel and venue site visits in upcoming conference cities, as well as site visits for local Washington D.C. events.
- Managing committees up to 25 members, including scheduling committee calls, updating task timelines, facilitating meetings, and follow up communication
- Handling hotel contracts, including booking meeting space, group reservations, and contract addendums
- Collaborating and managing tasks with our partner organization on the National Humanities Conference, including facilitating event walkthroughs and post-event meetings
- Managing the RFP process for hotels, conference site selection, and session proposals
- Arranging catering at hotels, restaurants, and all offsite venues
- Coordinating audio visual needs, meeting room seating/floorplans, and stage layouts
- Organizing plans for all registration desk needs, including print materials, badge/check-in equipment, volunteer assignments, and onsite management
- Running multiple reports, including attendee lists, session details, and survey summaries
- Communicating with session coordinators and speakers about presentation requirements, deadlines, and logistics
- Overseeing the compiling and distributing of event materials, including agendas, meeting summaries, schedules, and programs
- Creating and promoting event forms and surveys
- Reviewing event budgets and invoices

- Researching and developing best practices for event set up, attendee engagement, and sponsorship
- Assisting in building and updating event websites, registration software, and mobile app software
- Assisting in organizing and ordering meeting products and supplies

Qualifications:

3+ years of event planning experience

Superb people skills and strong commitment to customer service

Ability to remain calm in the midst of changes and challenges

Strong organizational and time management skills

High attention to detail

Excellent communication skills - verbal, written, and proofreading

Advanced computer knowledge including Microsoft Office/Outlook/Excel and Adobe

Knowledge of Cvent or other event registration and online survey software a plus

Strong commitment to working as part of a team with the ability to multi-task and think on your feet

Interested candidates send a cover letter and resume to events@statehumanities.org