

**Official Job Posting**  
**Event Coordinator – Outstanding Vocational Technical Student Awards Banquet**  
**Massachusetts Association of Vocational Administrators (MAVA)**  
**September 8, 2022**

Title

Event Coordinator – MAVA Outstanding Vocational Technical Student Awards Banquet

Job Summary

Coordinate and execute all activities related to planning and execution of the annual MAVA Outstanding Vocational Technical Student Awards Program at Mechanics Hall in Worcester, including providing student candidate selection criteria to all MAVA schools; coordination of all vendor activities required for the banquet; submission of invoices; monitoring of timely payments to vendors; accurate financial and event recordkeeping; regular reporting to the Executive Director, MAVA Officers, and MAVA Board of Directors; and serving as the program’s public “face” and official spokesperson.

Brief History and Overview of the Outstanding Vocational Student Awards Program

This year will mark the 37<sup>th</sup> Annual Outstanding Vocational Technical Student Awards Banquet. The Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Vocational Association (MVA) sponsor this annual celebration, which provides a most fitting opportunity to recognize truly exceptional young men and women selected by their school.

Duties

*Program Planning and Logistics*

- Coordinate and contract with various vendors (i.e., catering, program booklet formatting and printing, plaques, flower arrangements, and photography) to provide the services needed for the event.
- Work with MAVA’s Technology Consultant to create automated application forms, notification and confirmation emails, and monitor lists of data for program needs and payment status.
- Work with the Executive Director to establish a per seat and table fee for attending schools to ensure that event revenue meets or exceeds expenses.
- Provide the Executive Director with weekly attendance projections.
- Once the event has concluded, immediately contact Mechanics Hall and establish a date for the following year. (The event is usually held the Thursday before April vacation and adjusted to avoid religious holidays. A deposit will be required to hold the date.)

## *Budgeting and Finance*

- Work with the MAVA Executive Director to establish an OVS budget.
- Collect, review, and properly submit for payment all vendor invoices related to the Outstanding Vocational Technical Student Awards Banquet.
- Assist MAVA staff in collecting outstanding payments from event participants and sponsors.
- Share OVS spreadsheet with the Executive Director so he can monitor school payments in a timely fashion.
- Provide an end-of-event report to MAVA with cost breakdown.

## Requirements

The successful candidate must be hard-working, organized, and efficient; have sufficient time and skill to carry out multiple tasks; be able to meet deadlines; and work well with others. Familiarity with technology, including Microsoft Word, Excel, Email, and SharePoint Lists would be helpful.

## Compensation

The successful candidate will receive public thanks from MAVA and the vocational technical and agricultural school community in Massachusetts and will be rewarded richly with the knowledge that they have helped promote high-quality vocational education and recognized the achievements of dozens of the state's most accomplished and highest achieving students.

In addition, the successful applicant will be paid a stipend of \$2,500 as a small token of MAVA's appreciation, upon successful completion of the event.

## Job Status

The coordinator is an independent contractor. No employment benefits attach to this position.

## Contract Status

This is a one-year position, but the length of the contract may be extended at the sole discretion of the MAVA Officers.

## Selection Process

Candidates must submit a letter of interest to Steven C. Sharek, MAVA Executive Director, ([stevesharek@MAVA.us](mailto:stevesharek@MAVA.us)) by September 22, 2022, at 11:00 a.m.

Selection of the successful candidate will be made by the MAVA Officers, upon recommendation of the Executive Director.

Start Date

The successful applicant is expected to begin the job immediately upon selection.

Equal Opportunity

The Massachusetts Association of Vocational Administrators (MAVA) is an Equal Opportunity Employer. MAVA selects vendors, employees, and independent contractors without regard to race, color, sex, gender identity, religion, national origin, sexual orientation, or disability.

MAVA seeks to actively recruit, welcome, and support a workforce which is diverse and inclusive of all people so that we can support the success and growth of all individuals.

In selecting volunteer staff, vendors, consultants, guest speakers, and presenters for this event, the Event Coordinator is expected to be mindful of the need to reflect in those decisions the wide diversity seen in MAVA schools across the state.

## Supplementary Details Including Checklist of Tasks

### *Program Logistics before February 2022*

- Determine projected seat cost and add that information to the nomination form.
- Select meal choice with vendor so it can be added to the nomination form.
- Post updated OVS nomination form on the MAVVA website by November 30, 2021, with due date of February 2, 2022.
- Send email to all superintendents, principals, and vocational directors to inform them that the nomination form is posted.
- Send separate email to all individual school contacts from OVS 2021 database on website, to inform them of the posting of the nomination form.
- Download 2021 OVS list (53 participating schools from the past year) and verify that the list is complete for the new year.
- Contract with vendors. For the past year:
  1. Mechanics Hall, Worcester MA. Event Host Location-Diana Casavechia
  2. Blanchard Catering, Worcester MA. Dinner-Matt Blanchard
  3. Engraveables, Marlborough MA. Plaques Lou Papile
  4. Photography, PR Specialist- Barbara Prentiss
  5. Flowers, Keefe Tech-Jon Evans
  6. Program cover page, ticket design, booklet design, PowerPoint presentation, and formatting for printing-Vicki Serra
  7. Printing, Essex Tech-Heidi Riccio

### *Program Logistics starting February 2, 2022*

- Meet with Keefe Tech for the selection of flowers for Mechanics Hall.
- Approve and print OVS tickets to be mailed to all schools. Review and approve program cover page.
- Ensure that the Executive Director updates the first three pages of the program booklet, then send to Vicki Serra.
- Verify student bios have been forwarded to Kathy Conole via the notification form for editing. Once complete, review and send to Vicki Serra for formatting into booklet form. Include all updates to program booklet. Review and approve program booklet and cover page then send to Essex Tech with formatted student bios for printing of 625 booklets.
- Sort list of student nominees by school.
- Using Engraveables template, add students to the plaque list and send to Lou Papile.
- Sort John and Abigail Adams Scholar list and have Vicki format for the back cover.
- Download 2022 Senator list from Mass.gov and separate Senators' names from the nomination form and put in email address distribution on shared Extended Campus folder.
- Update all Senators' names and input new dates, times, and student names to each Senator's letter.

- Email all Senator citation requests by February 4, 2022, and then monitor the citations received. Reconnect with Senators for any missing citations.

*Program Logistics after March 14, 2022, and Day of Event*

- Mail OVS tickets to all schools.
- Continue to monitor citation requests.
- Contact schools for missing student nomination forms and pictures.
- Confirm with Mechanics Hall that the event can go live with 600 participants.
- Contact Mechanics Hall to find out our earliest arrival time to set up on the day of the event.
- Coordinate with Keefe Tech for flower delivery and set up.
- Pick up plaques, program booklets, and flower stands.
- Meet Keefe Tech at Mechanics Hall to help set up flower arrangement on all tables and stage. Place programs on each seat at the event.
- Set up plaques and citations on tables provided on the stage.
- Arrange for Vicki Serra to meet with sound technician at Mechanics Hall to check PowerPoint.
- Arrange with Karen Ward for SkillsUSA officers to serve as ushers.
- Meet photographer about location of student on stage and mark.
- Meet with the guests on stage and explain procedures for handing out plaques and citations to students.
- Provide table location with school names and individual dietary requests.
- Bring flower stands and any extra program booklets back to Keefe Tech.