

Announcement for the position of International Trombone Festival: Exhibits Director

Position: The Exhibits Director for the International Trombone Festival coordinates all responsibilities concerning exhibits and advertising for and at the ITF. Responsibilities include fostering and maintaining positive relationships with exhibitors and advertisers throughout the year and during the Festival. Prior to the ITF, the Exhibits Director must communicate and sell exhibit space and advertising in the Festival program booklet. During the Festival, the Exhibits Director must coordinate shipping/receiving with exhibitors and the host institution, set up and organize exhibit space, assist in the set up/break down of exhibits, and problem solve for exhibitors during the Festival.

Skills: Computer skills including; email, Intuit QuickBooks, Microsoft Word and Excel programs. Personal skills including; organization, communication, time management, polite, trustworthy, and ability to problem solve.

Compensation: The Exhibits Director will receive 10% of the money brought in from exhibit space and advertisement sold for the Festival.

The successful applicant will attend ITF2016 to work with the outgoing Exhibits Director in order to begin making connections and building relationships with exhibitors.

Completed applications should be returned by June 1, 2016 to John Drew - jdrew@fsu.edu.

Application for ITF Exhibits Director

Name - _____

Email Address - _____

Cell Number - _____

Current Position - _____

What previous experience have you had that would qualify you for the position of ITF Exhibits Director?

Please return your completed application to:
John Drew
jdrew@fsu.edu