



116 E Dakota Ave Suite B,
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www.sdspecialtyproducers.org

Event Planner - SDSPA Producer Education Conference

The South Dakota Specialty Producers Association (SDSPA) is seeking a highly organized and detail-oriented Event Planner to manage all aspects of a two-day conference focused on specialty producers, Urban Ag and small production operations.

About the Conference

This conference will bring together producers from across multiple states for educational sessions, networking opportunities, and resource sharing. The focus will be on supporting specialty producer production operations and providing valuable information on sustainable practices.

Responsibilities:

- **Develop and manage a comprehensive event plan:** This includes outlining timelines, budgets, logistics, and contingency plans.
- **Secure a suitable event venue:** Negotiate contracts with venues that meet space, location, and budgetary requirements.
- **Identify and secure speakers:** Research, contact, and secure qualified speakers on relevant topics for the producer audience. Coordinate travel arrangements and speaker fees as needed.
- **Develop speaker biographies:** Craft engaging bios that highlight speaker expertise and experience.
- **Acquire vendors:** Prospect and recruit vendors relevant to the conference theme and target audience and manage all aspects of vendor onboarding and exhibit process.
- **Secure sponsorships:** Develop and implement a comprehensive strategy to develop sponsorship packages, identify and acquire relevant sponsors across multiple states.
- **Work with Outreach Coordinator:** Collaborate with the outreach coordinator to develop and implement a comprehensive multi state marketing strategy to promote the conference, vendors and sponsors to the target audience. This includes managing online registration for all attendees, vendors, and sponsors.
- **Manage event logistics:** Oversee all aspects of the event experience, including audio/visual equipment, catering, registration, and on-site staff.
- **Develop and manage conference budget:** Track expenses, manage vendor payments, and ensure adherence to budget limitations.
- **Prepare post-event reports:** Provide required reports on overall success of the conference in conjunction with other team members.

Qualifications:

- Experience in event planning or a related field
- Proven ability to manage multiple tasks simultaneously and meet deadlines
- Excellent communication, interpersonal, and organizational skills
- Strong negotiation and budgeting skills
- Experience working with vendors and contractors
- Proficient in Google Workspace
- Familiarity with the specialty producer's production and Urban Ag and small production operations is a must

Compensation:

- \$30 per hour for a total of 264 hours from May 15, 2024 - February 28, 2025

To Apply:

Please submit your resume and cover letter outlining your relevant experience and qualifications to sdspaboard@gmail.com Application deadline to apply is May 6th 12:00 PM CST.

We are an equal opportunity employer and value diversity at our company. We do not discriminate on the basis of race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status.