

**Conference Officer: Role Description**

The main responsibility of the Conference Officer is to work with individuals in host institutions to help organise, budget for, and run the annual TaPRA conference.

The Conference Officer sits on TaPRA’s Executive Committee and leads on all matters related to the development of the current conference, as well as any proposals submitted by prospective hosts. They play a role in thinking through, getting feedback on and planning for the strategic direction of the conference. It is possible in future years that this might encompass a wider remit of ‘events’, but the current role is very much focused on the annual conference event.

The Conference Officer liaises with the host institution and the TaPRA Executive Committee about the conference programme, particularly elements such as keynotes, performances and the Executive- curated panel. They also work closely with the Working Group Co-ordinators in their communications with working group conveners about conference matters.

They will have a demonstrable commitment to equitable and inclusive practices in Theatre and Performance research and will bring this commitment to the organisation and planning of the annual conference.

This is a non-salaried voluntary position which has involved a very considerable time commitment in 2021 to stage the online conference, but this is not usual or expected in future years.

Duties may include, but not be limited to:

* Meeting and communicating with current and prospective hosts to discuss plans for the annual conference;
* Advising the hosts on matters such as budget, venues, scheduling, accessibility and social events;
* Working with the hosts to develop the conference budget and presenting this to the executive committee for approval;
* Liaising with the host organisation and Executive Committee to determine the focus and feel of the event through the whole conference sessions scheduled and the structure of the conference as a whole;
* Prompting and responding to feedback on the annual conference from members, working group conveners and hosts;
* Creating a timeline for conference activity to ensure that actions are completed in a timely way. Adjusting this where necessary;
* Liaising with institutional conferencing, management and financial teams to agree the contract between the institution and TaPRA and ensuring the prompt return of agreed profits to the organisation;
* Leading on the consideration of elements such as bursaries for conference attendance and how these are awarded.
* Working with the communications officers to ensure that information about the conference is shared with the membership;
* Responding to queries from members and prospective hosts about conference-related matters.