Call for Virtual Conference Team Leader

SASA is looking for a Virtual Conference Team Leader to plan and execute the creation, organization, and advertising for our 2024 Virtual Conference, taking place next July. Our three annual Virtual Conferences to date have been great successes, with academic presentations by presenters on the margins of academia, excellent workshops and roundtable discussions about problems in Ancient Studies, and renowned keynote speakers. Each has been live streamed over the course of 2 days. There were over 17,000 views during the recent Summer 2023 conference! See the web page here: www.saveancientstudies.org/virtual-conference.

Position Description:
This is a volunteer (unpaid) position to organize all aspects of the creation of the conference, which include organizing the academic, practical, and technical parts of the conference, as well as recruiting presenters and moderators. An option to assist in publishing the conference proceedings after the conference will be discussed closer to that time.

The Coordinator works closely with SASA Director, David Danzig. This team has established volunteers and interns so we are seeking someone to help lead this team with a strong background in event planning. Therefore, the Coordinator will take the lead in scheduling and managing the tasks necessary to organize and produce the conference. This includes organizing and managing the call for papers and abstract submissions, recruiting presenters and moderators, organizing the advertising schedule and writing advertisements, organizing creation of the web page, and liaising with other SASA teams as necessary.

This position is most well-suited for someone seeking to enhance their experience with nonprofit work and/or conference organization.

Responsibilities:
●   Organizing and managing the call for papers and abstract submissions
●   Recruiting presenters and moderators
●   Organizing the advertising schedule and writing advertisements
●   Organizing creation of the web page
●   Organizing the documents and planning of readiness for the live conference production
●   Assisting in running the conference during the live conference
●   Liaising with other SASA teams as necessary

●	Other duties as assigned

Necessary skills:
●	Excellent organizational, planning, and writing abilities
●	Excellent interpersonal skills
●	Ability to work and communicate effectively remotely
●	Ability to quickly learn, understand, and teach others about new platforms or procedural changes
●	Ancient Studies interest beneficial but not required

To apply, please send your resume and cover letter to **recruitment@saveancientstudies.org**. Applications will be reviewed on a rolling basis.

About SASA

SASA is a non-profit organization, tax exempt under IRS code 501(c)(3). SASA's mission is to counter the downward trend in Ancient Studies fields in academia, by (1) uniting graduate students to (2) engage students by guiding the widespread American interest in ancient times toward Ancient Studies, to (3) facilitate ease of access to studying the ancient world, and to (4) support and reimagine scholarship as a lifelong pursuit for those who work as professionals in other areas after receiving their PhDs.

At this time, all positions with SASA are unpaid, including management, volunteers, and interns, save for some few project positions paid for through grant funding. Since work for SASA is all done remotely, we take a proactive approach to supporting our volunteers and interns. Our goal is that internships with SASA are mutually beneficial, such that volunteers help work on various SASA projects and gain experience in multiple areas, learn skills, gain knowledge, and build connections with numerous people in Ancient Studies and the nonprofit world. Interns work alongside volunteers with more experience and under the guidance of our Team Leaders and the Director. Our work atmosphere is exploratory and collaborative. We all enjoy the company of people who have varied backgrounds and interests of all ages, and who are passionate in their pursuits.