

General Bible Quiz Exhibitor Liaison Job Description

Job Title: Exhibitor Liaison
Reports To: QAC Executive Committee
Prepared By: Jan Crabill
Prepared Date: 06/09/2007

SUMMARY Be the point person for all exhibitors for the event.

SUGGESTIONS

1. Please invite the following:
 - a. North American Nazarene Undergrad Colleges
 - b. NTS/Bible College
 - c. Barefoot Ministries
 - d. Heart to Heart, INC
 - e. Compassionate Ministries
 - f. World Mission
 - g. YouthServe/Youth in Mission
2. Also could invite:
 - a. Quiz Seat manufacturers
 - b. Non-Nazarene Youth Missions Opportunities
 - c. Sunday School Ministries (Children's Quizzing)
 - d. Youth Worker organizations

TIME COMMITMENT

Pre-Event	Approximately 20 hours
Event	Approximately 10 hours
Post Event	None

Total commitment: Approximately 30 hours.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Pre-Tournament Duties

- 9 – 12 months before the Event
 - Initiate contact with potential vendors
- 4 -5 weeks prior to Event
 1. Confirm with vendors:
 - Dates/Location of Event
 - Name(s) of Vendors
 - Size of set-up needed
 - Address of on-site mail contact for boxes
 - Identify special needs
 2. Notify Campus Event Coordinator of the space needed for the vendor fair and arrange for boxes to be held for the Exhibitors
 3. Notify the Event Coordinator of the size & number of t-shirts/badges/etc needed for each vendor

4. Confirm housing, transportation, and parking arrangements for vendors with Event Coordinator.

Day before Vendors arrive

1. Confirm location of Vendor Fair with on-site Coordinator of Campus Events. Pick up parking passes if needed.
2. Set up tables to provide for maximum access by participants and good flow of movement. Make sure that there are at least 2 chairs for each vendor.
3. Randomly assign college reps to tables

Tournament Duties

1. Meet exhibitors & arrange registration
2. Facilitate any special needs
3. Orient vendors to:
 - Event schedule
 - Campus Maps & key locations
 - Internet access

Post-Tournament Duties

None

QUALIFICATIONS

- Must be able to work with others to effectively complete tasks assigned and be willing to accept responsibility given proper authority.
- Must be able to allocate time to work with the tournament director and executive committee prior to the event.
- Must have a great attitude and a can do philosophy.
- Must be willing to accept responsibility for independent work assignments that may include other members of the quiz staff, before, during and after the event.
- Must realize the importance of securing the best facilities and equipment possible.
- Must understand the need for staying on schedule and meeting milestones and deadlines.
- Should be able to recognize the strengths and weaknesses of others with whom they are working and use that knowledge to encourage and pray for those people.

LANGUAGE AND COMMUNICATION SKILLS

- Ability to read, analyze, and interpret documents.
- Ability to effectively present information in written and oral form and respond to questions from NYI staff, tournament director, executive committee, QAC and event staff.
- Must be prepared to interact daily with campus facility staff and participants.

REASONING ABILITY

- Ability to define problems, collect data, establish facts, and draw valid conclusions.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to make quick adjustments to established schedules to solve unexpected problems.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.