BSides Atlanta Conference Speaker Coordinator

Job Overview:
The Speaker Coordinator is responsible for managing and coordinating all aspects related to speakers for the BSides Atlanta conference. This role involves communicating with speakers, ensuring they have the necessary information and support for successful presentations.

Key Responsibilities:

1. **Communication and Relationship Management: **
   - Act as the primary point of contact for confirmed speakers, providing detailed information about the event, schedule, and logistics.
   - Build and maintain strong relationships with speakers, ensuring clear and consistent communication throughout the entire process.
   - Address any concerns or inquiries from speakers promptly and professionally.

3. **Logistics Planning: **
   - Coordinate all logistical details related to speakers, including recommended accommodations and on-site support.

4. **Content Coordination: **
   - Work closely with speakers to gather presentation materials, bios, and any other relevant content for informational purposes.
   - Ensure that all presentations align with the conference theme and meet the specified guidelines and quality standards.

5. **Schedule Management: **
   - Create and manage the overall schedule for speakers, including presentation times.
   - Coordinate with speakers to adhere to the schedule and adjust as necessary.

6. **On-Site Support: **
   - Provide on-site support for speakers during the conference, addressing any last-minute needs or issues.
   - Coordinate with the BSides Atlanta organizers to ensure speakers have the necessary equipment and technical support for their presentations.

7. **Post-Event Evaluation: **
   - Gather feedback from speakers to assess their experience and identify areas for improvement.
   - Prepare a post-event report summarizing speaker performance, attendee feedback, and recommendations for future conferences.

Desired skills and qualities:

- Experience in conference or event coordination, with a focus on managing speakers.
- Excellent communication and interpersonal skills.
- Strong organizational and multitasking abilities.
- Knowledge of the industry and a network of potential speakers is a plus