

POSITION DESCRIPTION

EXECUTIVE DIRECTOR POPULAR CULTURE ASSOCIATION

Conceptual Overview

- 1) Support and promote the study, teaching, and publication of popular culture throughout the world;
- 2) Plan and host a high-quality national conference each year;
- 3) Develop interest areas and research opportunities within PCA;
- 4) Create strong ties with regional and international popular culture associations as well as start new ones as the need and opportunities arise;
- 5) Encourage and champion the publication of high quality popular culture research;
- 6) Stimulate expansion and innovation in popular culture curricula and pedagogical strategies;
- 7) Collaborate and build alliances with other scholarly and professional groups that study popular culture;
- 8) Serve as the spokesperson for PCA to all outside constituencies including the media; and
- 9) Be a committed and principled steward of the PCA Endowment, ensuring its stability and growth.

Job Responsibilities

- 1) Implementing the policies as developed by the Governing Board as they relate to the annual conference and finances;
- 2) Planning all conferences and events and serving as the primary liaison between and advocate for the PCA/ACA to the hotel during all conferences;
- 3) Assuming responsibility for fiscal matters as directed by the Governing Board and the Treasurer;
- 4) Working with and under the direction of the Treasurer, to prepare a financial report of the previous year for the Governing Board at the annual meeting; and
- 5) Performing the clerical and administrative work of the Endowment.

Specific Conference-Related Duties

- 1) The ED shall also present a preliminary annual conference budget to the Governing Board for review at the mid-year meeting. The ED shall render a preliminary annual conference report to the Governing Board at the national conference and a final report within four months thereafter.
- 2) Under the Governing Board's direction, the ED shall serve as the administrator for Annual and Mid-Year Meetings of the PCA/ACA. This includes:
 - A) Being responsible for hotel and property preparations after contracts have been negotiated;
 - B) Arranging and conducting a Hotel Walkthrough with Governing Board designees;
 - C) Creating and publishing the program and addenda for the annual conference;

- D) Publicizing program changes during the conference;
- E) With the approval of the Governing Board, arranging for keynote speaker(s) at the conference;
- F) Arranging travel for all VIPs at the conference with the approval of the Governing Board;
- G) Coordinating Resource Exhibitors;
- H) Staffing the registration desk at the annual conference;
- I) Providing gratis materials with the approval of the Governing Board;
- J) Creating signage for the annual conference;
- K) Coordinating publicity for the annual conference;
- L) Arranging for shipping and receiving for the annual conference;
- M) Coordinating AV and Internet access at the annual conference;
- N) Arranging catering for the annual conference; and
- O) Creating and maintaining a database management and conference registration system.

Other Administrative Duties

The ED shall assume responsibility for fiscal matters as directed by the Governing Board and the Treasurer. This includes, but is not limited to:

- 1) Ensuring accounting responsibilities are completed in a systematic, logical, and legal manner;
- 2) Under the direction of the Treasurer, reporting all monthly expenditures to the Governing Board;
- 3) Assisting the Treasurer in the opening of financial books on the first day of the fiscal year;
- 4) In coordination with the Treasurer, presenting the financial report at the mid-year and annual Board meetings;
- 5) Assisting in the arrangement of annual financial audits coinciding with the end of the fiscal year;
- 6) In coordination with the Director of the Endowment, overseeing all restricted monies due the PCA/ACA;
- 7) Receiving lists of awards and award recipients and signing award checks;
- 8) Ensuring that all awards and certificates are prepared by the Vice President for Awards;
- 9) Preparing and signing and/or co-signing all checks, including payroll checks to a limit of \$5000 (amounts over \$5000 must be signed and/or co-signed by the Treasurer);
- 10) Traveling, with the approval of the Governing Board, to designated conferences to serve as an ambassador for PCA/ACA;
- 11) With input from the Treasurer, hiring a professional accountant and payroll provider;
- 12) Serving as a liaison between the PCA/ACA and associated journal publishers (Wiley); and
- 13) For any contracts over \$10,000, soliciting multiple bids for consideration. The authority of the Executive Director flows from the Governing Board with fiscal oversight by the Treasurer.

Qualifications

- 1) Thorough sensibility of popular culture studies and scholarship and knowledge of the history of the PCA/ACA;
- 2) Understanding of the fiscal obligations and legal workings of a non-profit organization and background in conference planning and execution;
- 3) Proven management and organizational skills;
- 4) Membership in PCA/ACA for at least four years (preferred); and
- 5) Master's degree required; terminal degree preferred.

Remuneration

Commensurate with the candidate's background and experience.

Term of Office

One year on a probationary basis. A thorough, written evaluation will be conducted before the ED is rehired for an additional four-year period. After the rehire, the ED will be evaluated on a yearly basis by the Governing Board. After the initial five-year period expires, the ED may be rehired for a second five-year period with Governing Board approval. If the rehire occurs, the ED will continue to have a written evaluation yearly by the Governing Board. The total length of service for the ED can be no longer than ten years.

Application Materials and Deadline

For full consideration, please submit an application letter that addresses your eligibility, interest, and vision for the position, an updated resume/CV, and the names and contact information of five professional references. Do e-mail these materials to Dr. Philip Simpson, President of PCA (2017-19) at simpsonp@easternflorida.edu. The review of applications will begin on 1 June 2017 and continue until the position is filled.