

Director of Registration

Job Description

The Director of Registration is a critical position.

Recommended Skills

- Working knowledge of Excel and Google Sheets.
- Organizational Skills

Responsibilities

- Reports directly to the MOTM Chairpersons
- Coordinate with Co-Chairs and/or IT designate to maintain connections with Excel, JotForm, and Google Sheets.
- Track incoming registration. Keeper of the master registration list.
- Answer questions about registration via email and on Facebook.
- Coordinate with Director of Lodging/VIP Concierge to ensure VIP housing documentation/payment is verified.
- Coordinate with PHIP Director of Finance to facilitate any refunds.
- Verify Parrot Head Club membership monthly.
- Credentials:
 - Coordinate with Co-Chairs to determine needed credentials for musicians, staff, local officials, media, etc.
 - Work with Co-Chairs and credential vendor to have all credentials produced and ready for the official opening of the event.
- Run onsite registration.
 - Prepare Credentials
 - Prepare & Coordinate Registration area set-up.
 - Includes coordinating with venue personnel if there are issues with tents, tables, etc.
 - Develop a process to ensure that registration runs smoothly and quickly.
 - Coordinate with goody bag stuffing staff (currently Jim Brogren & Paul Dammers) to distribute volunteers' credentials and goody bags.
 - Manage Registration Volunteers including training and daily briefings to keep them informed of any changes.
 - Coordinate onsite registration. (Recommend training several volunteers to be onsite daily to handle late/onsite registrants.)
 - Solve registration problems.
- Post Event:
 - Send out credentials after the event to those that couldn't attend the event.