



Call for Virtual Conference Coordinator

SASA is looking for a Virtual Conference Coordinator to plan and execute the creation, organization, and advertising of the second SASA/Digital Hammurabi Virtual Conference (August 2022) over the course of December 2021 - August 2022! The first Virtual Conference was a great success, with 19 academic presentations by presenters on the margins of academia and 2 excellent roundtable discussions about problems in Ancient Studies, livestreamed over the course of 2 days. There were over 1,800 views during the live conference! See the web page here: www.saveancientstudies.org/virtual-conference. We aim to create an even better sequel this coming Summer.

Conference Description:

The conference, "Opening the Ancient World," aims to bring together presenters who produce expert research even as their careers lie beyond the tenured professoriate. The first conference included presenters who work professionals as:

- Non-profit employees
- Higher Education Administrators
- University Lecturers
- High School Teachers
- Community College Professors
- Independent Researchers
- Healthcare Chaplains
- Clergy
- Freelance Writers
- Publishing Editors
- Businesspersons
- Lawyers

The "Opening the Ancient World" conference has four goals:

- Hold an academic conference freely available to the public and widely advertised.
- Present and support excellent scholarship by scholars whose careers lie beyond the tenured professoriate.
- Foster discussion and action regarding public outreach and scholarly inclusiveness.
- Begin building a joint community of scholars including both those in and out of academia.

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, and Digital Hammurabi's Megan Lewis. Since the conference has already been run once, we have a full template in place of the work that is required. Therefore, the Coordinator will take the lead in scheduling and managing the tasks necessary to organize and produce the conference, over the course of 8 months leading up to 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.

The duration of this position is primarily **12/1/2021-8/31/2022**, with some meetings required before and after that time period. Expected work hours are **5 hours per week** from 12/1/2021 - 4/30/2021, and **10-15 hours per week** from 5/1/2022 - 8/31/2022. All meetings take place via video call and all work is done remotely. The Virtual Conference Coordinator should expect to have weekly meetings with SASA Director David Danzig and other Virtual Conference organizers.

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 daviddanzig@saveancientstudies.org. Applications will be reviewed on a rolling basis, beginning **9/23/2021**. We aim to have this position filled **no later than 11/15/2021**.

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.