

## Short Courses Committee Chair

The Short Courses Committee Chair is appointed by the Guild Education Programs Coordinator, with the approval of the President. The purpose of the Program is to select and manage speakers for the Guild Short Courses. The Short Courses are educational and focus on Indigenous groups of the Southwest as well as additional topics that are timely or opportune vis á vis the Heard Museum. The programs can range from one to four sessions, depending on interest. They are open to Museum and Guild members as well as the public.

### Tasks

- Lead the Short Courses selection process, overseeing the planning, coordination, and execution of speaker events.
- Develop and maintain relationships with potential speakers, including historians, authors, educators, artists, and other subject matter experts.
- Coordinate logistics for speaker events, including scheduling, venue setup, audiovisual requirements, promotional activities and speaker compensation.
- Develop and maintain a detailed speaker timeline, ensuring all agreements are met and run smoothly.
- Facilitate honoraria, reimbursements, and other financial transactions related to speaker engagements, with Guild Treasurer.
- Establish and maintain relationships with other Guild committee partners and stakeholders to enhance event offerings and coordination.
- Ensure all speaker events align with the Museum's mission and educational goals via the Education Programs Coordinator.
- Collaborate with the Education Program Coordinator to promote events through various channels, including social media, email newsletters, and the Museum's website.

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