



Second Joint Convention of Americans for the Arts and
the National Assembly of State Arts Agencies

July 17-20, 2004
Omni Shoreham Hotel
Washington, DC

Convention Session Recorder Job Description

Job Description

The Convention Session Recorders play an integral role in one of six information breakout sessions at the convention by working with Curators, Listeners, and participants to take notes and form a summary documenting what was discussed during the breakout session. Recorders convene with Listeners to aide them in developing a reflection on the strategies and approaches proposed in order to benefit all convention attendees. This is a very important contribution to the convention as well as an exciting opportunity for volunteers who would like to attend the convention themselves.

Recorders will need to draw on their own experiences, their critical thinking and writing abilities, and their interest in promoting the arts to complete the assignment. They must have the ability to type quickly and proficiently in order to effectively record the contents of the session. Interest in the arts is a must, but in depth knowledge of the specific topic is not necessary. Topics may include such themes as:

- Civic engagement in politics and community service
- Civic engagement in bridging differences, building tolerance, and creating connections among communities
- Neighborhood livability/Infrastructure
- Community Economic Development
- Lifelong Learning
- Philanthropy and Funding of the Arts

We are looking for energetic individuals, preferably college students, who live in the Washington, DC metro area. We desire a diverse group of people with a wide range of interests. Anyone is welcome to apply, however, all applicants must be prepared to cover all costs related to attending the convention on their own beyond the complimentary registration.

Commitment

The largest contribution of the Recorders is that of their time. Recorders must be able to attend the entire convention, held at the Omni Shoreham Hotel in Washington, DC from July 17-20, 2004. During that time, each Recorder must attend any and all meetings for their breakout session topic and meet with the Curator and Listener before and after the session to gauge goals and assist each other as necessary.

The job of a Convention Session Recorder is a volunteer position, and as such, Recorders will receive compensation in the form of one complimentary registration to attend the main convention.

Prior to **pARTicipate2004**, a conference call or meeting at in Washington, DC will be set in order to outline in greater detail the responsibilities of Recorders. All Recorders must be able to attend this meeting, either in person or over the phone.

If you have any questions about the commitment or benefits of being a Recorder, please contact Mara Walker, Vice President of Programs and Services, at 202-371-2830 or by email at mwalker@artsusa.org.