



Intersections: Adaptability, Sustainability, & Community Connections

Libraries, Archives, & Museums Nova Scotia Joint Conference

October 2-4, 2025, Halifax/Kjipuktuk

Job Posting: Conference Coordinator

Location: Halifax/Kjipuktuk, Nova Scotia

Contract Hours: Up to 400 hours

Contract Dates: July-October 2025; some evenings and weekends will be required

Rate of Compensation: \$30/hr (plus applicable taxes)

Application Deadline: July 1, 2025

About LAMNS:

Established in 2017, [Libraries, Archives, and Museums Nova Scotia \(LAMNS\)](#) is a collaborative network that brings together key cultural and heritage institutions and organizations across the province: the Nova Scotia Archives, Nova Scotia Museum, Nova Scotia Provincial Library, Novanet, Association of Nova Scotia Museums, Council of Nova Scotia Archives, and Nova Scotia Library Association. LAMNS evolved from earlier partnerships among libraries, archives, and museums, with the goal of increasing the capacity of the sector to share resources and identify opportunities for high-impact collaboration. LAMNS seeks to foster a culture of cooperation; encourage innovation and creativity; and share knowledge and expertise; all on a foundation of inclusivity and respect.

Position Overview:

LAMNS is seeking a skilled and organized Conference Coordinator to support the successful planning and delivery of the 2025 LAMNS Conference in Halifax/Kjipuktuk from October 2-4, 2025. The conference will be held across multiple venues – principally the Halifax Central Library, Museum of Natural History, and Nova Scotia Archives – and is expected to welcome 200-250 attendees.

The Conference Coordinator will report to the Co-Chairs of the LAMNS Conference Planning Committee and will work closely with all members of that committee throughout. The Committee is responsible for developing the conference program, securing sponsorships, online registration, and managing conference finances. The Coordinator will be responsible for implementing or overseeing many of the conference logistics including catering, presenter support, conference promotion, communications, volunteer coordination, venue setup, registration admin, and post-event reporting. The ideal candidate will have strong organizational, communication, and problem-solving skills; experience managing multi-site conferences or events; and has worked with cultural, heritage, and/or non-profit organizations.

This is a contract position, not to exceed 400 hours, with a flexible schedule and peak activity in the weeks prior to, and during, the conference.

Conference Coordinator Duties and Responsibilities:

Pre-Conference:

- Attend all LAMNS Conference Planning Committee meetings via Zoom and additional meetings with Co-Chairs and sub-committees, as needed
- Develop and manage planning timelines and event checklists
- Coordinate logistics across all venues in partnership with on-site staff
- Work with Co-Chairs to hire an AV company and facilitate AV set-up at various venues
- Work with Conference Co-Chairs to book and coordinate all catering including adaptations for dietary needs
- Serve as the main point of contact for speakers and presenters including collecting bios, presentation materials, technical requirements, and accessibility accommodations
- Communicate conference timelines and deliverables clearly with conference team, presenters, sponsors, volunteers, and partner organizations
- Manage conference promotion and communications including the LAMNS email and social media accounts
- Maintain accurate records including presenter information and attendee registration
- Assign jobs to volunteers and event teams for conference days
- Create, print, and distribute event materials such as on-site scripts, landing slides, programs, name badges, signage, and post-event surveys
- Other duties as required

During the Conference:

- Oversee operations across all venues ensuring smooth coordination between sites
- Serve as primary point of contact for venue staff, presenters, sponsors, and volunteers
- Oversee on-site logistics at all sites including registration desks, refreshment areas, signage, and session transitions
- Facilitate speaker readiness, ensuring presentations are loaded, technology is tested, and all presenters' needs are met
- Monitor and trouble-shoot tech set-up for presentations and workshops in conjunction with the staff of the venue/site
- Communicate in real time with the conference team across venues via group chat
- Liaise with caterers for breaks and receptions
- Oversee evening reception and awards banquet including arrival logistics, set-up, guest check-in, and event flow
- Respond quickly to emerging issues such as missing cords, lost items, or accessibility needs with real-time problem solving
- Represent the organization professionally, providing warm and helpful presence to speakers, attendees, partners, and sponsors

Post-Conference:

- Post-conference follow-up and final reporting including conference statistics, issues, success, feedback from participants, and recommendations for future conferences

Qualifications:

- Proven experience in event planning and/or conference coordination, ideally, multi-site events
- Excellent organizational and time-management skills, with the ability to manage multiple tasks and deadlines simultaneously
- Strong interpersonal and communication skills, both written and verbal
- Comfortable working collaboratively with committees, volunteers, and stakeholders
- Ability to take initiative, problem-solve in real time, and adapt to changing circumstances
- Proficiency with Zoom, Google Workspace, Microsoft Office and social media platforms
- Experience coordinating venue logistics, AV, and catering
- Experience managing event publicity and communications
- Familiarity with accessibility needs and inclusive event-planning practices
- Ability to remain calm and professional under pressure, especially during live events
- Detail-oriented with demonstrated ability to follow-through and with recordkeeping
- Willingness to work some evenings and weekends during and around the conference
- Experience in the cultural, heritage, and/or non-profit sector is an asset
- Local travel required – ability to travel between multiple venues during the conference

How to Apply:

LAMNS is committed to employment equity and diversity. We welcome and value applications from qualified individuals who are Indigenous, Black, racialized, 2SLGBTQIA+, disabled, neurodiverse, and members of other equity-deserving communities. If you require accommodations during the hiring process, please let us know – we will work with you to meet your needs.

Please send a cover letter and resume to [LAMNSConference\[at\]gmail.com](mailto:LAMNSConference[at]gmail.com) by July 1, 2025.

Any questions about this position can be directed to the LAMNS Conference Co-Chairs at the same email address.