

State Convention Intern:

Stipend: \$1,000; hotel room/meals provided.

Duties:

Attend December FFA Executive Committee Meeting and work with FFA Executive Secretary on convention planning

Work with state officers to develop scripts prior to convention (music, receiving awards, etc.)

Work with state officers prior to convention on memorization of retiring addresses and intro session remarks

Develops seating charts for convention.

Develops the convention session power points. Incorporating videos, sound, etc. Collaborate with ALFA staff to develop intro, welcome to convention, and advisor/parent videos.

Coordinates booth and back stage assistance during convention.

Calls every two days in the weeks prior to convention to check on officer progress on scripts, RAs, and intro session memorized parts

Receive and critique videos of RAs a week prior to convention (cell phone recording)

Arrive on Sunday prior to convention at host hotel and work with Executive Secretary and State Officers on convention stage preparation

Recruit and organize volunteer convention staff (past state officers/FFA Collegiate FFA) placing guest seating cards, organizing session awards, lining people up backstage, runners, courtesy corps manager, airport runner, pre-session activities, workshop coordination) utilize ag improvement specialists

Wear headset backstage right

Meet with state officer team before session (reviewing roles, answering questions, running through each step of the session, prayer, motivate: 30 min prior to each session) and after session (review gems and opportunities) utilize National Officer

Ensure microphones are in place prior to opening ceremonies and review returning microphones backstage

Develop schedule for state officers for the week with Executive Secretary.

Other duties as assigned.