



Convergence® Planning Coordinators Handweavers Guild of America, Inc.

What: Convergence® Fiber Art Conference,

Type: Volunteer

HGA Contact: Elizabeth Williamson, Executive Director

Duration: 12-18 Months

Description:

In partnership with the Executive Director and the HGA Staff, the Convergence® Planning Coordinators leads the overall planning, implementation, and monitoring of all tasks for the Convergence® conference.

Committee Roles & Responsibilities:

- Using the HGA mission as a guide, identify opportunities and strategies for expanding Convergence® partnerships to include new entities and work activities.
- Examine and recommend approaches to promote Convergence® activities both internally to existing members and externally.
- Identify, recruit, screen, and select qualified individuals to be members of your committee(s).

Skills, Knowledge & Abilities

- Ability to interpret and apply policies and standards.
- Strong organizational and planning skills.
- Attention to detail.
- Demonstrated effective verbal, writing, and interpersonal communication skills.
- Proficiency in computer applications for word processing, spreadsheet, and database software.

Qualifications

- Must be an HGA member.
- Availability of schedule because chairing a conference can take a considerable amount of time. It is advised against committing to other volunteer activities since the success of the conference depends on the ongoing and regular management of the conference committee by the conference chair.
- Support for limited mail, telephone, and email needs.
- Ability to attend meetings via Zoom.
- Attendance at or previous involvement with Convergence® preferred.

Benefits

- Complimentary Convergence® 2026 Value Package (CVP) includes:
 - Daily admission to the Marketplace, Demonstrations, Panels, and Art Exhibits
 - One ticket to the Fashion Show
 - One ticket to the Keynote Speaker
 - One ticket to the Thread Talks
 - HGA Tote Bag
 - Discounted Session Registration
- Volunteer Appreciation Reception
- 6 hours of complimentary classes/sessions at Convergence® 2026
- Complimentary registration for virtual 2025 and 2026 virtual Spinning & Weaving Week Celebration

Planning Coordinator Roles

Position: Exhibit Off-Site Coordinator

Primary Contacts: Program Coordinator

Duration of Appointment: 12-18 months

Purpose: Locate off-site exhibition space to host fiber art exhibits and coordinate with local/regional guilds and established fiber artists to show their work. Report all fiber art exhibits to HGA for publication in the Conference and Gallery Guide.

Position: Exhibits On-Site Coordinator**Primary Contact:** Program Coordinator**Duration of Appointment:** 6 months

Purpose: Each Coordinator will be assigned to one of the following exhibits: Invitational (Leaders & Interns), Functional Art, Mixed Media, Wearable Art, and Yardage. The Coordinators will be responsible for overseeing the installation and dismantling of their assigned exhibit. The Coordinators will work with volunteers to ensure exhibit artwork is carefully opened, inspected for damage, condition reports completed and filed, the artwork and signage is hung or displayed according to instructions provided by the artist and the Program Coordinator, and packaging is safely stored and organized. At the closing of the exhibit, Coordinators will ensure the artwork is carefully packed for shipment, or if the artwork is being picked up on-site, coordinate the pick-up with the artists. Additionally, the Wearable Art Exhibit Coordinator will be responsible for preparing the artwork for the runway and working with the Fashion Show producer for model fittings. Coordinators are onsite in the Exhibits during Convergence® to attend to any issue that may arise with a display. Because of the on-site commitment, Coordinators will receive the following additional benefits:

- Hotel compensation provided at 50% of the cost of a double/double room at a blocked room rate at a Convergence® Hotel for up to 7 nights during the conference.
- Complimentary Convergence® 2028 Value Package (CVP)

Position: Goody Bag Coordinator**Primary Contact:** Assistant Editor**Duration of Appointment:** 3-18 months

Purpose: Partner with local and regional guilds to develop fun insertions that represent their organization or the region. Receive donations and paid inserts for conference Goody Bags. Deliver Goody Bag materials to the convention center and stuff Goody Bags at the Convention Center so they are ready for registration Tuesday evening. This position requires someone who lives within the region, has significant space for storage, as well as a vehicle(s) to transport the Goody Bag materials to the convention site.

Position: Local Publicity/Press Relations Coordinator**Primary Contact:** Communications Coordinator**Duration of Appointment:** 12-18 months

Purpose: Coordination of local promotion for the conference. This includes television, radio and print advertising, writing and distributing press releases; and distribution of conference marketing materials such as gallery guides, postcards, etc. Ideally, this candidate has a familiarity with the region where the conference is being held or is resourceful with the internet.

Position: Loom Rentals Coordinator**Primary Contacts:** Program Coordinator**Duration of Appointment:** 12 months

Purpose: Secure donation of looms from private owners and/or guilds within the region for rental use by conference attendees who are traveling from afar. Match conference attendees with looms and oversee the rental process and logistics including delivery to the convention center, use, pick-up, and payment. This is usually a committee run by a local guild with all funds raised from rentals kept by the guild. A room with tables and chairs will be provided at the convention center to manage the distribution of rentals and for renters to warp their looms. Coordinator is onsite in the Loom Room during Convergence® to attend to rentals and oversee the use of equipment. Because of the on-site commitment, Coordinator will receive the following additional benefits:

- Hotel compensation provided at 50% of the cost of a double/double room at a blocked room rate at a Convergence® Hotel for up to 7 nights during the conference.
- Complimentary Convergence® 2028 Value Package (CVP)

Position: Marketplace Coordinator**Primary Contact:** Program Coordinator (Events)**Duration of Appointment:** 12-18 months

Purpose: Work with Program Coordinator to identify potential vendors for the Marketplace. Follow up with vendors for documents, advertising, demonstrations, etc. Coordinate vendor Load-In and load-out and provide direction to vendors. Oversee Vendor Demonstrations Coordinator and Marketplace volunteers. Coordinator is onsite in the Marketplace during Convergence® to attend to vendors' needs. Because of the on-site commitment, Coordinator will receive the following additional benefits:

- Hotel compensation provided at 50% of the cost of a double/double room at a blocked room rate at a Convergence® Hotel for up to 7 nights during the conference.
- Complimentary Convergence® 2028 Value Package (CVP)

Position: Session Equipment Coordinator**Primary Contacts:** Program Coordinator

Duration of Appointment: 12 months

Purpose: The Coordinator will ensure that Leaders and their students have the equipment and set-up needed for their sessions. Secure donations of equipment for use in conference sessions. This is equipment that is generally too large for a Leader to provide and may include sewing machines, ironing boards, hot plates, buckets, etc. Oversee logistics of their use including delivery to the convention center, use by Leader/classroom, and return of equipment. Prep rooms by covering tables and floors for protection from dyes and hanging whiteboards. Space will be provided at the convention center for storage and management during the sessions. Coordinator is onsite in the Equipment Room during Convergence® to attend to and oversee the use of equipment. Because of the on-site commitment, Coordinator will receive the following additional benefits:

- Hotel compensation provided at 50% of the cost of a double/double room at a blocked room rate at a Convergence® Hotel for up to 7 nights during the conference.
- Complimentary Convergence® 2028 Value Package (CVP)

Position: Silent Auction Coordinator

Primary Contact: Program Coordinator

Duration of Appointment: 12-18 months

Purpose: Produce a silent auction to raise funds to support HGA programs such as scholarships, grants, and Textiles & Tea. This includes soliciting, securing, storing, transporting, and displaying donations.

Position: Tours Coordinator

Primary Contacts: Program Coordinator

Duration of Appointment: 6 months

Purpose: To oversee the activities of the Tour Committee, in putting together a program of tours that support the objectives of the conference. This includes identifying tours and arranging time schedules, bus transportation, lunches, agendas, etc. Ideally, this candidate has a familiarity with the region where the conference is being held and a knowledge of opportunities for unique fiber art experiences.

Position: Volunteer Coordinator

Primary Contacts: Membership and Development Manager

Duration of Appointment: 12-18 months

Purpose: To recruit, train and monitor volunteer workers. This includes assisting Committee Coordinators with building their committees; overseeing the Mentorship program and assigning Mentors; and staffing all on-site volunteer positions including Art Exhibit Monitors, Art Exhibit Installation and Dismantling Assistants, Classroom Set-Up Assistants, Fashion Show Assistants, Marketplace Assistants, Registration Assistants, Ticket Takers, and any other areas where volunteers may be needed. Ensure that all volunteers receive appropriate recognition for their service. Coordinator is onsite at Registration during Convergence® to attend to and direct volunteers. Because of the on-site commitment, Coordinator will receive the following additional benefits:

- Hotel compensation provided at 50% of the cost of a double/double room at a blocked room rate at a Convergence® Hotel for up to 7 nights during the conference.
- Complimentary Convergence® 2028 Value Package (CVP)

To Apply

Please log in to your account here to complete the Steering Committee Volunteer Application.

<https://weavespindye.app.neoncrm.com/survey.jsp?surveyId=141&>

Review of applicants will begin immediately and will continue until the positions are filled.