Call for Scrum Gathering Program Chair

The Gathering Program Chair is responsible for the leadership of the gathering specifically regarding program content development. They will work with the event planning team at Elastic Communications & Events in coordinating the logistics and with Scrum Alliance staff who handle public relations & marketing.

This individual should be familiar with the Scrum community and the speakers/topics that will attract within and beyond the Scrum community. We are looking for individuals that have a passion, ability, and capacity to put effort into making the gathering successful. We expect candidates for this role to have had involvement with prior gatherings and/or to have experience with leading and coordinating similar events.

This position is a substantial commitment beginning a minimum of 6 to 8 months prior to the gathering dates and up to one month post event dates. Prior conference chairs have estimated the workload averages about 10 hours/week during the start of the project, with peak times requiring up to 20 hours/week. Although not required, it is recommended the individual be located in or near the host city. A site inspection [potentially with the event planners] may be required. Your attendance at the Scrum Gathering taking place prior to your involvement will be requested and flight [economy class], hotel and gathering registration will be paid for by Scrum Alliance.

The position will be compensated with an honorarium of $5,000, hotel and gathering registration.

Responsibilities include –

- Work with the content management system provided by Scrum Alliance to develop the call for submissions, review process and session selection
- Recruit session reviewers and manage these reviewers thereafter diverse group
- Target keynote speakers that align with the theme direction and approve with Scrum Alliance
- Assist in promoting the gathering to the local community & Scrum Alliance communities
- Ensure all gathering elements align with the pre-established budget & timelines [provided and managed by Elastic]
- Conduct a Retrospective focusing on program and pre-onsite gathering [along with next gathering chair]
- Onsite responsibilities include a Welcome Address on both Sunday & Monday [along with Scrum Alliance Managing Director], attend Conference Retrospective
- It is not permitted the Chair submit or include a speaking session at the gathering

If you are interested in applying for the position of Scrum Gathering Program Chair or have questions please send an email to Jill Paul - jpaul@scrumalliance.org. Please provide us with a summary of your background, interests, contact information, prior conference involvement, and a brief description of your vision for the gathering.

Support – Scrum Alliance Staff & Elastic

- Scrum Alliance
  - Access to PR & marketing personnel –working with Elastic to develop marketing plan
  - Basic website and eblast tools
  - Registration system and payment gateway + reporting
  - Content management system
  - Scrum Alliance Advisory Committee
  - Management of CST/CSC Retreat
- Elastic Communications & Events
  - Critical Path – Overall timeline and deadline management
  - Logistics – Hotel & off-site venue contracting, F&B, Room Setups, AV
  - Design – Logo development, program guide, signage, print materials
  - Sponsorship – solicitation and fulfillment, consult on sponsorship package
  - Budget Management