

# Contract Position: Event Coordinator – BTAC26 Conference

**Contract Term:** January 12, 2026 through May 31, 2026

**Classification:** Independent Contractor

**Reports To:** Event Team Supervisor, Kamron Davis

**Location:** Primarily remote with required travel to New Orleans

**Required On Site Commitment:** April 19 through April 26, 2026

## Conference Overview

**Event:** 13th Annual National Black Trans Advocacy Conference and Awards Gala (BTAC26)

**Dates:** April 21 through April 26, 2026

**Location:** New Orleans, Louisiana

**Theme:** Rooted Liberation The Big Easy Journey to Peace Within and Freedom Together

The Event Coordinator must be on site in New Orleans for seven consecutive nights from Sunday April 19 through Saturday April 26, 2026 to support pre conference setup, live event operations, and post event wrap up.

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## Position Overview

The Black Trans Advocacy Coalition seeks a dependable and highly organized Event Coordinator to support the planning and execution of BTAC26 and related post conference programming. This is a five month contract role designed for someone who thrives in fast paced environments, values community centered work, and can manage complex logistics with care and professionalism.

The role is primarily remote, with monthly planning visits to New Orleans and a required in person commitment during conference week.

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# Key Responsibilities

## Conference Planning and Execution

- Coordinate logistics for all BTAC26 events including Transmanifest, BTIPS Pageant, and the Annual Awards Gala
- Maintain master planning documents including timelines, run of show, staffing plans, and floor layouts
- Coordinate with venue teams on audiovisual needs, accessibility, safety, and compliance
- Collaborate with the production team to ensure seamless event execution

## Vendors, Production, and Partners

- Serve as point of contact for event vendors and partners
- Track vendor deliverables, timelines, and service needs
- Support contract compliance and coordination with BTAC leadership

## Volunteers and On Site Operations

- Support recruitment, training, and coordination of volunteers
- Provide structure and leadership to volunteer teams during conference week
- Troubleshoot real time needs and support daily operations on site

## Communication and Reporting

- Provide weekly progress updates to the Event Team Supervisor
- Participate in scheduled virtual planning meetings and in person walkthroughs
- Maintain clear and organized documentation of logistics, decisions, and outcomes
- Support post event reporting and feedback collection

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## Work Expectations

- Remote planning and coordination throughout the contract term
- Weekly 4hr Time Block dedicated to completing coordination task deliverables
- Bi-Weekly Team Meetings Thursday 6pm CST
- Monthly on site visits to New Orleans for planning/walkthroughs (Jan 29 first visit)
- Mandatory in person service April 19 through April 26, 2026

This is an independent contractor role with flexibility in scheduling outside of required meetings and on site dates.

## Required Qualifications

- Experience coordinating conferences or large scale events with 200 or more attendees preferred
- Strong organizational skills and attention to detail
- Ability to manage multiple priorities in a fast paced environment
- Proficiency with Google Workspace and project management tools such as Trello or Asana

## Preferred Qualifications

- Lived experience as a Black trans or nonbinary person or demonstrated commitment to Black trans communities
  - Familiarity with BTAC or similar LGBTQ and racial justice focused events
  - Experience supporting volunteers and community centered event logistics
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## Compensation and Travel

- Contract pay based on experience and scope of work
  - Travel and lodging provided for
    - Monthly planning visits to New Orleans
    - Full seven night conference service April 19 through April 26, 2026
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## Estimated Workload and Hours

This role includes transparent workload expectations. Hours may flex based on event needs.

- January 30 to 40 hours
- February 40 to 50 hours
- March 50 to 60 hours
- April 80 to 100 hours
- May 25 to 35 hours

**Total Estimated Hours:** 225 to 285 hours

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## How to Apply

Please upload your resume and brief cover letter to apply for the **BTAC26 Event Coordinator role** online here [https://blacktrans.bitrix24.site/crm\\_form\\_14w5y/](https://blacktrans.bitrix24.site/crm_form_14w5y/)