

Hal-Con: a Sci-Fi / Fantasy Fan Festival

November 12-13, 2011



Roles and Description for Volunteering at Hal-Con

Perks

- Free admission to the convention
- Free t-shirt for their participation
- Access to the Volunteer staff room

All stations / volunteers will be provided walkie-talkies for communication
Shifts vary from 6-8 hours, with breaks
Refreshments will be provided in the volunteer area

Conditions & Requirements

- Staff must be 18+ (*Exceptions may be made in the case of select candidates, please inquire)
- Volunteers must be able to meet prior to the convention for a meeting to discuss specific duties (tentatively scheduled for 5 p.m. on Friday, November 11th)
- Volunteers must not consume alcohol prior to or during their shift
- Volunteers must be willing to sign a confidentiality & non-disclosure agreement
- Volunteers must behave in an appropriate manner
- All volunteers must wear identifying name badges and t-shirt while working
- Must be available to work from Friday, November 11 at 6pm to Sunday, November 13 at 10pm
- Volunteers may be removed from their duties and asked to leave the Con for violating any of the conditions or regulations

Info/Registration Desk/Coat Check

- Reports to Treasurer / Director of Finances
- Having convention attendees sign waiver forms
- Issuing convention passes
- Handling cash
- Issuing receipts where required
- Handing out information and welcome package

Volunteer Room Captain

- Reports to Volunteer Coordinator
- Ensures all volunteers sign in at the beginning of the shift and out at the end of the shift
- Ensures all volunteers are wearing appropriate T-shirts and name tags and ready for their shifts
- Advises Volunteer Coordinator of any issues with any of the volunteers
- Remains in the Volunteer Room as a primary point of contact for all volunteers
- Supervises the refreshments in the volunteer area
- Maintains security of the volunteer area
- Keeps volunteer area tidy

Security

- Reports to Security lead
- Monitor the area assigned
- May be required to escort celebrity guests as needed
- Experience working in security previously a requirement*
- Must be able to remain professional and maintain calm demeanor if faced with situations*
- Experience with crowd control is an asset*
- Must be 19+*

First Aid/Emergency Response

(Being provided by Saint John's Ambulance)

Hal-Con: a Sci-Fi / Fantasy Fan Festival

November 12-13, 2011



Game Monitors (Separate volunteer registration process)

- Monitor the individual games assigned
- Record the player names and winners as required
- Settle disputes regarding rules, must be extremely knowledgeable on game
- Have previous DM/GM experience*

Area Monitor

- Reports to Lead Organizer
- Supervise the room assigned
- Experience supervising staff required*

Runners/Gophers

- Reports to Area Monitors
- Fetch missing items or items as required by area monitor
- May be required to assist with setup/ tear down
- Helpful if volunteers are physically fit and do not have physical limitations*

Personal Assistant

- Reports to Guest Coordinator
- Looks after needs for the convention guest they are supporting
- You will be on duty the full convention and on-call after hours
- Required to present a criminal record check dated within one month of the convention start date*
- You will be interviewed for this role to determine eligibility*

Masquerade & Costume Contest

- Same as Area Monitor, however specific to these events

Auction

- Reports to Area Monitor
- May require presence of volunteer on stage to demonstrate items
- Cataloguing items sold and winners, taking payment for items, handling cash

Hal-Con Merchandise Booth

- Collect payment and sell Hal-Con merchandise

If you have any questions or concerns, please don't hesitate to email volunteer@Hal-Con.com for information.