



## ROLE DESCRIPTION

This description is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is an unpaid, volunteer position.

Role:	Auction Coordinator
Reports to:	Auction Manager
General description of duties:	The auction coordinator is responsible for taking a lead role in soliciting items for our annual charity auction. Our goal is to raise \$7500 or more for chosen charities through that auction. The coordinator will also organize the items for a silent and a live auction at the event.
Responsibilities include:	<p>Before the convention:</p> <ul style="list-style-type: none"> <li>● Request/collect donations from multiple sources</li> <li>● Respond to inquiries related to donations</li> <li>● Track donations and sale prices</li> <li>● Purchase items for guest signature where appropriate and within budget</li> <li>● Communicate with guest team to ensure guest-related auction items are signed</li> <li>● Provide updated information yearly for website, convention guide and other official documents</li> <li>● Work with programming manager to secure a host for the event</li> <li>● Prepare cue cards for live auction items to be given to presenter</li> <li>● Connect with volunteer team to plan staffing requirements</li> </ul> <p>During the convention:</p> <ul style="list-style-type: none"> <li>● Set up auction display</li> <li>● Be available to oversee volunteers</li> <li>● Accept and incorporate donations into live or silent auctions at the event</li> <li>● Visit vendor tables to pick up donations already organized</li> <li>● Close silent auction and coordinate payment/distribution of winning bids</li> <li>● Organize and transport live auction items backstage</li> <li>● Coordinate with tech team for on-stage volunteers and all backstage activities during the auction, to keep it running smoothly.</li> </ul> <p>After the convention:</p> <ul style="list-style-type: none"> <li>● Send emails or letters as appropriate to auction item donors, inform them of their direct contribution (items donated raised \$__)</li> <li>● Store unclaimed auction items or inventory donations left unclaimed</li> <li>● Sell off or donate items if appropriate</li> <li>● Report donations raised to finance team and request cheques</li> <li>● Present cheque to charities</li> </ul>
Additional notes:	A vehicle is not required, but is very helpful for the role. Other supplies will be provided.
Last updated:	October 30, 2017



Atlantic Canada's Largest Sci-Fi,  
Fantasy & Gaming Convention

---



### **Application**

In order to apply for this position, please email [auction@hal-con.com](mailto:auction@hal-con.com) with information about yourself, your experience, and why you'd like to join our team. No more than 500 words.