



## ROLE DESCRIPTION

This agreement is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is an unpaid, volunteer position. You must be adaptable to taking on new responsibility should the role change in scope.

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|------------------------------|--|
| Role:                        | Programming Coordinator  |
| Reports to:                  | Programming Manager  |
| General description of role: | Assist in actualizing the programming for Hal-Con, including brainstorming programming tracks/events and reaching out to potential presenters.   |
| Responsibilities include:    | <p>Before the convention:</p> <ul style="list-style-type: none"> <li>● Help plan out programming tracks for the Hal-Con event.</li> <li>● Reach out to various potential local presenters, and maintain contact throughout the year</li> <li>● Complete and maintain appropriate forms and paperwork</li> <li>● Assist with creating and uploading weekend schedule</li> <li>● Work with various teams to ensure all programming needs are covered and all teams are informed of updates as they occur</li> </ul> <p>During the convention:</p> <ul style="list-style-type: none"> <li>● Assist presenters as needed during the event</li> <li>● Ensure that event runs smoothly, and troubleshoot as needed</li> </ul> <p>After the convention:</p> <ul style="list-style-type: none"> <li>● Follow-up with presenters as needed</li> <li>● Assist in reporting back with notes on panels (suitable for repeat, hosts who will not be invited back, popularity of panels, etc)</li> <li>● Assist with processing statistics collected during Hal-Con</li> </ul> |
| Skills required:             | This role is best suited for somebody who is comfortable being outgoing, who has excellent communication skills (written and verbal), and who has intermediate experience with office software (Word, Excel, web-based email). We need a candidate who has the ability to work independently while still acting as part of a team, and who has exceptional organizational skills and attention to detail.  |
| Description last updated:    | October 15, 2017   |

**Application**

To apply for this role, please email [Randi@hal-con.com](mailto:Randi@hal-con.com) with information about yourself, your experience and relevant skills. No more than 750 words