



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 Assistant (non-committee position)
Reports to:	Auction Manager
General description of duties:	The auction assistant is responsible for helping soliciting items for our annual charity auction. Our goal is to raise \$7500 or more for chosen charities through that auction.
Responsibilities include:	<p>Before the convention:</p> <ul style="list-style-type: none"> ● Request/collect donations from multiple sources ● Respond to inquiries related to donations ● Track donations on shared document ● Purchase items for guest signature where appropriate and within budget ● Communicate with guest team to ensure guest-related auction items are signed ● Provide updated information yearly for website, convention guide and other official documents ● Work with programming manager to secure a host for the event ● Prepare cue cards for live auction items to be given to presenter ● Connect with volunteer team to plan staffing requirements <p>During the convention:</p> <ul style="list-style-type: none"> ● Set up auction display ● Be available to oversee volunteers ● Accept and incorporate donations into live or silent auctions at the event ● Visit vendor tables to pick up donations already organized ● Close silent auction and coordinate payment/distribution of winning bids ● Organize and transport live auction items backstage ● Coordinate with tech team for on-stage volunteers and all backstage activities during the auction, to keep it running smoothly ● Track sale prices on shared document <p>After the convention:</p> <ul style="list-style-type: none"> ● Send emails or letters as appropriate to auction item donors, inform them of their direct contribution (items donated raised \$__) ● Store unclaimed auction items or inventory donations left unclaimed ● Sell off or donate items if appropriate ● Report donations raised to finance team and request cheques ● Present cheque to charities
Last updated:	December 06, 2017

HAL-CON

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



Application

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