



ROLE DESCRIPTION

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

Role:	Costume Contest Manager
Reports to:	Director of Programming
General description:	Organize and ensure the smooth running of Hal-Con's annual costume contest.
Responsibilities	<p>Before the Convention:</p> <ul style="list-style-type: none"> ● Update costume contest policies and information for the website ● Assist in updating the music selections for the contest ● Liaise with individuals or teams to secure judges, an MC and any supplies needed to ensure the successful execution of the costume contest ● Answer inquiries about the costume contest via email as they come in ● Help plan and implement panel content for Hal-Con's Cosplay track and the annual Costume Academy ● Suggest guests for cosplay programming track ● Arrange for contest prizes to be ordered ● Prepare material for costume contest judges ● Volunteer and participate in committee-wide events, activities, fun things <p>During the Convention:</p> <ul style="list-style-type: none"> ● Manager the costume contest registration table and volunteers assigned to help at that station ● Register contestants, answer questions, reiterate rules and regulations throughout the weekend ● Meet with judges and make sure they have everything they need ● Oversee judging process and maintain schedule ● Stage manage the on-stage contest, maintain schedule, trouble shoot, soothe nerves as required <p>After the Convention:</p> <ul style="list-style-type: none"> ● Prepare and send various accurate lists of contestants and winners to the appropriate places. ● Create a file of winners and their official pictures for reference. ● Gather information, look for ways to improve.
Skills required:	<ul style="list-style-type: none"> ● Experience, knowledge and interest in the costume contest and cosplay community ● Time management and organizational skills ● Ability to meet deadlines and manage changing priorities



	<ul style="list-style-type: none">● Advanced problem solving.● Knowledge of Google Drive, Docs, Sheets etc. is an asset (will train)● Ability to work as part of a team as well as independently● Customer service, in a management role would be an asset● Prior cosplay/costuming experience an asset
Description last updated:	June 4, 2018

To apply, please email Randi@hal-con.com with information about yourself, any relevant skills or experience you may have, and why you'd like to join the committee. No more than 750 words.