



PROGRAMMING ROLE DESCRIPTION

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

Role:	Programming Coordinator
Reports to:	Director of Programming
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"> ● Help plan out programming tracks for the Hal-Con event. ● Reach out to various potential local presenters, and maintain contact throughout the year ● Complete and maintain appropriate forms and paperwork ● Assist with creating and uploading weekend schedule ● Assist with recruiting and training volunteers as required ● Work with various teams to ensure all programming needs are covered and all teams are informed of updates as they occur <p>During the convention:</p> <ul style="list-style-type: none"> ● Assist presenters as needed during the event ● Ensure that event runs smoothly, and troubleshoot as needed ● Help oversee programming volunteers <p>After the convention:</p> <ul style="list-style-type: none"> ● Follow-up with presenters as needed ● Assist with processing statistics collected during Hal-Con that will be used to assess and improve programming content
Skills required:	<ul style="list-style-type: none"> ● Communication skills (written and verbal) ● Outgoing ● Ability to work independently as well as part of a team ● Organizational skills ● Attention to details ● Ability to meet deadlines and manage changing priorities ● Time management ● Experience with google email and drive (docs, sheets, etc.)
Description last updated:	May 17, 2018



Hal-Con: a Sci-Fi / Fantasy convention
October 26-28, 2018 at the Halifax Convention Centre, Halifax, NS

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.