



## 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"><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>● Assist with recruiting and training volunteers as required</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><li>● Help oversee programming volunteers</li></ul> <p>After the convention:</p> <ul style="list-style-type: none"><li>● Follow-up with presenters as needed</li><li>● Assist with processing statistics collected during Hal-Con that will be used to assess and improve programming content</li></ul>
Skills required:	<ul style="list-style-type: none"><li>● Communication skills (written and verbal)</li><li>● Outgoing</li><li>● Ability to work independently as well as part of a team</li><li>● Organizational skills</li><li>● Attention to details</li><li>● Ability to meet deadlines and manage changing priorities</li><li>● Time management</li><li>● Experience with google email and drive (docs, sheets, etc.)</li></ul>
Description last updated:	May 17, 2018



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

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To apply, please email [Randi@hal-con.com](mailto: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.