



## ROLE DESCRIPTION

This agreement is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is not a paid position.

Role:	Operations Coordinator
Reports to:	Director of Operations
General description of role:	The Operations Coordinator is to work with the Operations team for event logistics and planning, which may include suppliers (audio visual, venue, convention setup such as pipe/drape/tables, etc). Other duties as needed, the scope of this position may continue to evolve.
Responsibilities include:	<p>Before the convention:</p> <ul style="list-style-type: none"> <li>● Work with essential suppliers to request quotes, services, meetings</li> <li>● Join other teams, where possible, for planning meetings - including programming, tech, vendors, sponsors, etc.</li> <li>● Assist with layout design and consultation with all teams</li> <li>● Assist to maintain the run sheet and other critical documents</li> <li>● Lead volunteers for move-in, setup and tear down</li> <li>● Assist with any other duties as needed by the Operations Manager or Director</li> <li>● Monthly meetings with the team, or as needed</li> </ul> <p>During the convention:</p> <ul style="list-style-type: none"> <li>● Participate for load-in on Thursday</li> <li>● Act as a point of contact to handle needs for all teams</li> <li>● Participate in daily security briefings with venue staff</li> <li>● Assist in logging incidents or issues, to help better prepare for the next year</li> </ul> <p>After the convention:</p> <ul style="list-style-type: none"> <li>● Use log to draft notes for future planning</li> <li>● Update run sheet and other essential documents with notes for following year</li> </ul>
Skills required:	<p>Ability to handle conflicting priorities, creative problem solving, managing business relationships. Comfortable with spreadsheets and word documents, cold calling and taking initiative. Skill with design products (CAD programs, Paint.net/photoshop) and a good sense of spatial awareness are assets for layout planning</p> <p>Comfortable with long hours and standing/walking for long periods of time. The Operations Coordinator is physically active for most of the convention itself.</p>
Last updated:	February , 2022

## Applications

To apply for this role, please email [operations@hal-con.com](mailto:operations@hal-con.com), attention Gio, with an introduction for yourself, and how your experience or skills might fit this position.