



Suite B6,
5675 Spring Garden Rd
Halifax, Nova Scotia
B3J 3R4
Hal-Con.com

ROLE DESCRIPTION

All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

Role:	Main Stage Coordinator - Backstage Lead
Reports to:	Director of Programming
Responsibilities include:	<p>During the year:</p> <ul style="list-style-type: none"> ● Help plan out Main Stage programming track for the Hal-Con event ● Be the main point of contact for Main Stage programming presenters and maintain contact throughout the year ● Complete and maintain appropriate forms and paperwork ● Assist the Technical Manager with maintaining the tech run sheet for Main Stage ● Assist with training and providing leadership to volunteers ● Work with various teams to ensure all Main Stage needs are covered and all teams are informed of updates as they occur <p>During the convention:</p> <ul style="list-style-type: none"> ● Oversee backstage area of mainstage ● Provide leadership to mainstage crew volunteers ● Assist Main Stage presenters as needed during the event ● Ensure that Main Stage event runs smoothly and troubleshoot as needed ● Work closely with the Main Stage Coordinator - Front of House Lead <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 and other details:	<ul style="list-style-type: none"> ● Communication skills (written and verbal) ● High level of professionalism towards guests ● 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 ● Leadership experience ● Experience with stage management/backstage crew management an asset



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	<ul style="list-style-type: none">• Experience with Google email and drive (docs, sheets, etc.)
Description last updated:	July 25, 2023

If you're interested in applying for this post, please email fleurette@hal-con.com with "Mainstage Coordinator application" as your subject line. In your email please include your qualifications, interest in Hal-Con and explaining why you feel you'd be a great person for this position. Applications close August 16, 2023 and interviews will take place shortly thereafter. Only those considered for the position will be contacted. Thank you for your interest and support of Hal-Con.