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### 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:	Video Game Coordinator
Reports to:	Gaming Manager, Gaming Director
General description of role:	<p>Our video game coordinator will oversee all things video game related on the gaming floor. This can include but is not necessarily limited to: Retro gaming, Arcade/Pinball, VR/Special presentation machines, modern consoles. Part of this role will be hands off, as much of our video game rooms are run by organizations.</p> <p>The primary active role of this position will be the organization and communicating of events/tournaments, mostly at the con. This will include reaching out to groups/people willing to run or contribute to said events.</p>
Responsibilities	<p>Before the convention:</p> <ul style="list-style-type: none"><li>• Assist with room layout planning</li><li>• Maintain contact with video game presenters</li><li>• Respond to email enquiries in a timely manner as required</li><li>• Organize video game events(tournaments,demos)<ul style="list-style-type: none"><li>◦ For example:<ul style="list-style-type: none"><li>▪ Smash Brothers, Street Fighter, Mario Kart</li><li>▪ Local game designers</li></ul></li></ul></li><li>• Obtain prizing for tournaments</li><li>• Attend monthly team meetings and semi-monthly mega meetings</li></ul> <p>During the convention:</p> <ul style="list-style-type: none"><li>• Assist in organizing and setting up video game-related rooms.</li><li>• Oversee video game events/tournaments during the con</li><li>• Provide supervision and guidance to video game rooms during the convention.<ul style="list-style-type: none"><li>◦ Presenters and volunteers</li></ul></li></ul> <p>After event</p> <ul style="list-style-type: none"><li>• Participate in team debrief</li></ul>
Skills required:	Broad working knowledge of video games in general, Organizational skills, communication skills.
Description last updated:	Feb 6, 2024

Please email [volunteer@hal-con.com](mailto:volunteer@hal-con.com) or [gaming@hal-con.com](mailto:gaming@hal-con.com) with a brief explanation of your relevant skills for the role, and any information that you feel makes you a good fit for the role. No more than 750 words. The deadline to apply is **April 17, 2024**.