



5675 Spring Garden Road  
Halifax, Nova Scotia  
B3K 1H1  
Hal-Con.com

### ROLE DESCRIPTION

Be part of the magic! Hal-Con is Halifax's best annual event of all things cool, run by the most awesome people. All committee and board members of Hal-Con are volunteers; while there are perks, this is an unpaid position.

Role:	Board Game Tournament Coordinator
Reports to:	Director of Gaming, Gaming Coordinator
Major responsibilities	<ul style="list-style-type: none"><li>● Facilitate three(minimum) Board Game Tournaments, one each day of the convention.</li><li>● Use social media for gauging interest and promoting tournaments.</li></ul>
Other potential responsibilities	<p>Before the convention:</p> <ul style="list-style-type: none"><li>● Contact publishers for prize packs/sponsorship<ul style="list-style-type: none"><li>○ investigate official tournaments</li></ul></li><li>● Facilitate pre-Con registration where applicable</li><li>● Answer inquiries</li><li>● Arrange for communications to take photos during the Convention</li></ul> <p>During the convention:</p> <ul style="list-style-type: none"><li>● Set-up and tear-down</li><li>● Registration for participants</li><li>● Explain rounds to participants</li><li>● Distribute prizing</li><li>● Fill in if necessary/able with other teams on the gaming floor</li></ul> <p>After the convention:</p> <ul style="list-style-type: none"><li>● Deliver prizes (if needed)</li><li>● Maintain statistics</li><li>● Follow up with publishers if they have provided games to let them know how it went and/or submit official results, provide photos (where applicable)</li></ul>
Skills and other details:	<ul style="list-style-type: none"><li>● Board Game Knowledge</li><li>● Working with volunteers</li><li>● Time management</li></ul>
Last updated:	2025

If you're interested in applying for this post, please email [nathan.fredericks@hal-con.com](mailto:nathan.fredericks@hal-con.com) with your interest and qualifications, explaining why you feel you'd be a great person for this position. If you're excited for this opportunity, apply as soon as possible. Only those considered for the position will be contacted.

**Deadline to apply is May 11th, 2025**