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Halifax, Nova Scotia
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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:	Merchandise Coordinator
Reports to:	Director of Marketing and Director of Design
General description of duties	The coordinator will be responsible for all purchasing of merchandise for Hal-Con, as well as for maintaining an inventory of the Hal-Con merchandise.
Responsibilities include:	<p>During the year:</p> <ul style="list-style-type: none">• Work with the Director of Marketing and Director of Design to establish a budget for spending• Brainstorm ideas for branded merchandise for sale during Hal-Con and evaluate the potential return on investment for each item• Create and maintain relationships with preferred suppliers• Solicit quotes for branded merchandise• Document information (pricing, set-up, delivery, etc) from suppliers and keep records• Work with the Director of Design on creative for merchandise• Work with the Registration Manager to order Warp Speed Bag items• Set deadlines for materials to be ordered including all merchandise• Work with teams regarding merchandise donation requests• Coordinate annual merchandise inventory audit• Maintain inventory of Hal-Con's assets• Manage the Hal-Con e-commerce operations <p>Before the convention:</p> <ul style="list-style-type: none">• Arrange for pick-up and/or delivery and act as receiver for merchandise, confirming quantity and quality• Ensure all teams have received items that were ordered• Inventory merchandise before any items go on sale• Work with team to set sale prices and enter all items into point of sale• Order appropriate signage related to display• Ensure ordered merchandise arrives on site and is delivered to area for sale• Arrange for cash boxes, money floats, cash drops and financial tracking• Train merch booth volunteers, coordinate their schedule and needs (t-shirts, meals, etc) with Volunteer team

	<p>During the convention:</p> <ul style="list-style-type: none"> • Lead merchandise area and inventory • Take photos of display prior to doors open • Provide periodic updates to Communications/Social Media team for promotion • Work opening and closing shift to set up and close down booth each day <p>After the convention:</p> <ul style="list-style-type: none"> • Tear down and pack merchandise area, take inventory • Report on merchandise sales (total items sold, return on investment, etc) to Finance • Provide suggestions for process improvements for year following • Identify items that should not be re-ordered due to popularity • Ensure all relevant information, reports and documents are stored appropriately in Google Drive folders • Ensure invoices are documented and forwarded to Director of Marketing and Director of Design for approval •
Skills and other details:	<ul style="list-style-type: none"> • Experience with Google Suite (Sheets, Docs, Gmail etc.) is required • Retail and customer service experience • Excellent communication (written and verbal) • Attention to detail and outstanding organizational skills • Previous experience volunteering with Hal-Con is preferred but not required • E-Commerce experience considered an asset
Description last updated:	August 4, 2025

If you're interested in applying for this post, please email recruiting@Hal-Con.com with your interest and qualifications, explaining why you feel you'd be a great person for this position.