

ROLE DESCRIPTION

This description is designed to create an understanding between Hal-Con and the prospective staff to ensure no miscommunication. This is a volunteer, unpaid position.

Role:	Costume Contest Coordinator
Reports to:	Director of Programming, Costume Contest Manager
General Description:	Assist the manager in organizing and ensuring the smooth running of Hal-Con's annual costume contest, and Cosplay-Eh!.
Responsibilities include:	Before the Convention: • Help update costume contest policies and information for the website. • Keep up to date on cosplayers of note, techniques, and trends that may help with writing of rules, judging guidelines and suggestions for the guest team. • Answer inquiries about the costume contest via email as they come in • Help maintain a list of suitable judges for the guest team, as well as unsuitable judges. • Volunteer and participate in committee-wide events, monthly meetings, activities, fun things During the Convention: • Help manage the costume contest registration table and volunteers assigned to help at that station • Be comfortable answering questions, and following procedures without the manager being present • Register contestants, answer questions, reiterate rules and regulations throughout the weekend • Meet with judges and make sure they have everything they need • Oversee judging process and maintain schedule • Manage the on-stage contest lines, maintain schedule, trouble shoot, soothe nerves as required After the Convention: • Help prepare and send various accurate lists of contestants and winners to the appropriate places. • Create a file of winners and their official pictures for reference. • Gather information, look for ways to improve. • Experience, knowledge and interest in the costume contest and cosplay community



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	• Time management and organizational skills • Ability to meet deadlines and manage changing priorities • Advanced problem solving. • Knowledge of Google Drive, Docs, Sheets etc. is an asset (will train) • Ability to work as part of a team as well as independently • Customer service, in a management role would be an asset • Prior cosplay/costuming experience an asset
Description last updated:	September 21, 2025

If you're interested in applying for this post, please submit a resume and cover letter by email to costumecontest@hal-con.com. Applications close November 30, 2025. Only those considered for the position will be contacted.