

**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:	<b>External Events Coordinator</b>
Reports to:	Director of Programming, External Events Manager
General Description:	Assist the manager in organizing and ensuring the smooth running of Hal-Con's external events throughout the year.
Responsibilities include:	<p>During the year:</p> <p>Pre-Event Planning:</p> <ul style="list-style-type: none"> <li>● Coordinate and work with External Events Manager on the following:           <ul style="list-style-type: none"> <li>○ Budget for External Events</li> <li>○ Planning and coordinating all aspects for events including logistics</li> <li>○ Work with external partners/vendors in facilitating the event including but not excluded to: venue, catering, entertainment, decor</li> <li>○ Crafting a positive attendee experience</li> <li>○ Recruitment of volunteers for day of events</li> </ul> </li> </ul> <p>Day of Events:</p> <ul style="list-style-type: none"> <li>● Coordinate and work with External Events Managers on the following:           <ul style="list-style-type: none"> <li>○ Set up and tear down</li> <li>○ Manage staff and volunteers for the event</li> <li>○ Manage vendor arrival</li> </ul> </li> </ul> <p>During the convention:</p> <ul style="list-style-type: none"> <li>● Assist External Events Manager with off-site events</li> <li>● Other duties assigned by the Director of Programming or External Events Manager as needed</li> </ul>
Skills and other details:	<ul style="list-style-type: none"> <li>● Communication skills (written and verbal)</li> <li>● Event Planning</li> <li>● Project Management, would be an asset</li> <li>● Ability to work independently as well as part of a team</li> <li>● Organizational skills</li> </ul>



5657 Spring Garden Rd., Suite 609  
Halifax, Nova Scotia  
B3J 1H1  
www.hal-con.com

	<ul style="list-style-type: none"><li>• Problem Solving</li><li>• Attention to details</li><li>• Ability to meet deadlines and manage changing priorities</li><li>• Time management</li><li>• Experience with google email and drive (docs, sheets, etc.)</li></ul>
Description last updated:	February 24, 2026

If you're interested in applying for this post, please email [programming@hal-con.com](mailto:programming@hal-con.com) with your interest and qualifications, explaining why you feel you'd be a great person for this position. Applications close March 27, 2026 and interviews will take place shortly thereafter. Only those considered for the position will be contacted.