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BRIDGE OPERATIONS COORDINATOR
Committee Position

All committee and board members of Hal-Con are volunteers; while there are perks, this is not a salaried position. This role description is designed to create an understanding between Hal-Con and the prospective volunteer staff to ensure no miscommunication.

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| Role: | BRIDGE OPERATIONS COORDINATOR |
| Reports to: | Director of Operations |
| Length of term: | No set term |
| General description of role: | The Bridge Operations Coordinator (BOC) oversees the processes and volunteers handling internal radio communications, relaying messages, and connecting people from multiple channels to facilitate the flow of information during the convention. The BOC oversees the setup and teardown of all radio equipment and maintains the process for all radio inventory throughout the convention. Other duties as needed, the scope of this position may continue to evolve. |
| Responsibilities include: | <p>Before the convention:</p> <ul style="list-style-type: none"> • Participate in radio and/or communication device supplier meetings to create/review/sign off on event orders. • Check quotes from suppliers against budget - assist Director with negotiations as needed. • Create internal radio/communication plan for upcoming convention. • Ensure any volunteer training, signage requirements, or other considerations for the radio sign-in/out process or any other processes required to execute the radio/communication plan are in place. • Join other teams, where possible, for quarterly committee planning meetings. • Join monthly operations meetings prior to the event, or as needed. <p>During the convention:</p> <ul style="list-style-type: none"> • Ensure radios and all associated equipment are picked up from the supplier and delivered to the bridge (radio communication central hub). • Lead set-up process for all radios and repeater stations. • Act as a point of contact to handle any internal radio/communication needs for all teams. • Lead as volunteer point of contact regarding the convention's internal radio/communication strategy. |

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| | <ul style="list-style-type: none"> ● Ensure all volunteers are always following the radio sign in/out process daily. ● Ensure all bridge volunteers are familiar with who should be on each radio channel so they can advise volunteers. ● Ensure all bridge volunteers listen to all incoming communications across all channels and effectively relay information across all channels efficiently and expeditiously. ● Ensure all bridge volunteers understand and are following radio cleaning protocols for returned radios. ● Maintain accurate daily inventory logs for radios and other equipment. ● Maintain effective process for damaged equipment and subsequent tracking. ● Log incidents or issues, to help better prepare for following year. ● Long hours - likely open to close at least two days. <p>After the convention:</p> <ul style="list-style-type: none"> ● Conduct final inventory count of all radios, repeater stations, and other equipment, ensuring all equipment is accounted for. ● Ensure all equipment is returned to supplier. ● Use log to draft notes for post event reporting to be used for future planning. ● Follow-up with suppliers as necessary for invoices and forward them to finance for payment. |
| Skills required: | <p>Ability to effectively lead people, handle conflicting priorities, creative problem solving, managing business relationships. Comfortable with spreadsheets and word documents, cold calling and taking initiative.</p> <p>Comfortable with long hours and standing/walking for long periods of time. The Bridge Operations Coordinator is physically active for most of the convention itself.</p> |
| Last updated: | March 23, 2026 |

If you're interested in applying for this post, please email operations@hal-con.com (Attn: Jessi) with your resume and a cover letter explaining why you feel you'd be the perfect person for this position. Only those considered for the position will be contacted.

