

Denver Comic Con

Position Description



Position Title: Cosplay Photo-Stage Coordinator

Position Type: Unpaid volunteer

Department/Team: Programming

Reports to: Programming Manager

Pre-Convention Time Commitment: 6-9 months (approximately January-July), average 5+ hours/week during active period

Convention Time Commitment: Entirety of Denver Comic Con, up to 12 hours/day

Essential Duties and Responsibilities: The Cosplay Photo-Stage Coordinator, working with the Programming-Cosplay Team, Programming Manager, and Directors, essential duties are: assist in content creation of the Cosplay-Stage in Cosplay Canyon; assuring the professional ran Cosplay Photo-Stage; assisting during the Cosplay Classic; and supervision of Room Logistics Captains. The Cosplay Photo-Stage Coordinator will be on a team with several other Cosplay Coordinators and will assist on a variety of DCC Cosplay related projects. The core duties and responsibilities include, but not necessarily limited to:

Pre-Convention Responsibilities:

- Adhering to Denver Comic Con's privacy and confidentiality policies.
- Attending pre-con planning sessions. Expect 2-4 meetings (in-office or teleconferences) from January - May.
- Check PCC email account; responding in a timely manner to emails
- Create and develop a schedule for the Cosplay Photo-Stage
- Assist in responding to inquiries on official DCC Cosplay social media outlets
- Potential weekly time commitment varies:
 - Jan - April: 1-5 hours per week
 - May - June: *may* increase to 10 per week

During Convention Responsibilities:

- May assist set-up on Thursday [including: walk through, assist in general Programming-Cosplay set-up, etc.].
- Assist Programming-Cosplay content issue resolution.
- Monitor and observe Cosplay Photo-Stage for quality control during the entirety of DCC.
- Assist the Room Logistics Captains to document, video, and photograph the Cosplay Photo-Stage
- Assist in producing the Cosplay Classic with the Programming-Cosplay Team on Saturday night (after the Cosplay Photo-Stage closes)
- Assist with breaks for Captains
- Assist with Cosplay Canyon operations
- Build professional relationships with all session participants.
- Report to Programming Manager and Programming-Cosplay Team any content, session changes, or schedule issues.
- Assist Programming pack-up on Sunday evening [including: collecting room binders, cameras, and supplies, moving materials upstairs for transport, assisting in general clear out of the programming rooms and Programming HQ, etc.]. Post-Convention Responsibilities.
- Work with Programming-Cosplay Team to review programming [provide full after-con reports and suggest changes/updates for future panels and sessions]. This may involve one or more post-con meetings (in-office or teleconference).

General Responsibilities:

- Maintain compliance with all convention policies and procedures.
- Additional assigned duties as needed.
- Provide exceptional customer service for presenters and guests to have a great experience.

Skills and Experience Requirements:

- Ability to provide clear and constructive feedback, ideas, and solutions.
- Ability to follow a chain of command. All major decisions will be moved up the chain of command to the Programming Manager, then to the Assistant Director of Programming, and then to Director of Programming.
- Excellent verbal and written communication skills, including ability to effectively and promptly communicate with the DCC Leadership Team, General Volunteers, and presenters by e-mail using supplied Pop Culture Classroom e-mail.
- Excellent computer proficiency (MS Office - Word, Excel, PowerPoint, and Outlook).

- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience and leadership.
- Exceptional customer service skills.
- Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices.
- Ability to read, analyze, and interpret general business periodicals, professional journals, or social media sites.

Physical Requirements:

- Access to computer and internet throughout the year
- Must be able to talk, listen and speak clearly on radio
- Must be able to navigate through crowds and the Colorado Convention Center

Submissions Instructions: Email .PDF resume and cover letter to the below email address. Please include "DCC Cosplay Photo-Stage Coordinator" in the subject of the email.

Deadline Date: 3/15/2018

Submissions Contact: Programming Manager | programming@popcultureclassroom.org

Revision Date: 2/9/2018