

Denver Pop Culture Con

Position Description



Position Title: Hall Events Coordinator

Position Type: Unpaid volunteer

Department/Team: Front of House

Reports to: Topher Hernley & Tammy Hassan

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

Convention Time Commitment: Entirety of Denver Pop Culture Con, including load-in/load-out days; 12-14 hours/day

Essential Duties and Responsibilities: Engages a team of volunteers to provide access control, line management

- Acts as direct point of contact for hall operations and supervises a team of volunteers assigned to hall events
- Acts as liaison to programming to ensure panel sessions begin and end on time
- Helps to make changes in programming when a panel is cancelled to ensure that everyone is aware of the cancellation or change, and ensuring signage is properly updated.
- Oversees hall operations; provides impromptu troubleshooting, line management and logistics decisions as needed
- Collaborates with contracted security staff to ensure the safety of all attendees in the programming halls
- Facilitates appropriate accommodations and access to guests with disabilities
- Reports major issues to Front of House manager; manages minor issues that may arise in assigned area
- Provides support to volunteers and staff with an eye toward preventing exhaustion and dehydration
- Supervises volunteer and staff breaks within assigned area, ensures that hall is fully staffed during peak traffic times
- Treat volunteers in a respectful & professional manner
- Lead by example of diligent work, friendly manner and positive affect
- Interact with attendees and volunteers in a fun, yet professional manner
- Maintain compliance with all convention policies and procedures
- Additional assigned duties as needed

Skills and Experience Requirements:

- Previous convention experience required
- Excellent verbal and written communication skills, including ability to effectively and promptly communicate with department heads and General Volunteers, as well as with partners, partner representatives, and staff by phone or e-mail using supplied Pop Culture Classroom e-mail
- Basic 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
- 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

Physical Requirements:

- Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state, and local standards
- 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
- Regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds

Submissions Instructions: email resume and cover letter

Deadline Date: 2/15/2019

Submissions Contact: Tammy Hassan; t.hassan@popcultureclassroom.org

Revision Date: 1/17/2019