

# Denver Pop Culture Con

## Position Description



<b>Position Title:</b> Main Events Coordinator	<b>Position Type:</b> Unpaid volunteer
<b>Department/Team:</b> Front of House	<b>Reports to:</b> Topher Hernley & Tammy Hassan
<b>Pre-Convention Time Commitment:</b> 6-9 months (approximately January-July), average 5+ hours/week during active period	
<b>Convention Time Commitment:</b> Entirety of Denver Pop Culture Con, including load-in/load-out days; 12-14 hours/day	
<p><b>Essential Duties and Responsibilities:</b> Engages a team of volunteers to provide access control and line management</p> <ul style="list-style-type: none"> <li>• Acts as liaison to programming to ensure main event sessions begin and end on time</li> <li>• Helps to make changes in programming when an event on either stage is cancelled, ensuring signage is properly updated</li> <li>• Oversees main events operations; provides impromptu troubleshooting, line management and logistics decisions as needed.</li> <li>• Collaborates with contracted security staff to ensure the safety of all attendees in the main events</li> <li>• Facilitates appropriate accommodations and access to guests with disabilities</li> <li>• Reports major issues to Front of House manager, manages minor issues that may arise in assigned area</li> <li>• Provides support to volunteers and staff with an eye toward preventing exhaustion and dehydration</li> <li>• Supervises volunteer and staff breaks within assigned area, ensures that hall is fully staffed during peak traffic times</li> <li>• Treat volunteers in a respectful &amp; professional manner</li> <li>• Lead by example of diligent work, friendly manner and positive affect</li> <li>• Interact with attendees and volunteers in a fun, yet professional manner</li> <li>• Maintain compliance with all convention policies and procedures</li> <li>• Additional assigned duties as needed</li> </ul>	
<p><b>Skills and Experience Requirements:</b></p> <ul style="list-style-type: none"> <li>• Previous convention experience is required</li> <li>• 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</li> <li>• Basic computer proficiency (MS Office - Word, Excel, PowerPoint, and Outlook)</li> <li>• Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer experience and leadership</li> <li>• Customer service skills</li> <li>• Ability to work independently and to carry out assignments to completion within parameters of instructions given, prescribed routines, and standard accepted practices</li> </ul>	
<p><b>Physical Requirements:</b></p> <ul style="list-style-type: none"> <li>• Ability to safely and successfully perform the essential job functions consistent with the ADA and other federal, state, and local standards</li> <li>• Access to computer and internet throughout the year</li> <li>• Must be able to talk, listen and speak clearly on radio</li> <li>• Must be able to navigate through crowds and the Colorado Convention Center</li> <li>• Regularly lift and/or move up to 30 pounds and occasionally lift and/or move up to 50 pounds</li> </ul>	
<b>Submissions Instructions:</b> email resume and cover letter	<b>Deadline Date:</b> 2/15/2019
<b>Submissions Contact:</b> Tammy Hassan; t.hassan@popcultureclassroom.org	<b>Revision Date:</b> 1/17/2019