

# Denver Pop Culture Con

## Position Description



**Job title:** Programming Coordinator

**Position Type:** Unpaid volunteer

**Department/Team:** Programming

**Reports to:** Programming Manager

**Pre-Convention Time Commitment:** January – April, approximately 2-5hrs per week (including meetings) / May-Con, approximately 10hrs per week (including meetings).

**Convention Time Commitment:** Work the entirety of Denver Pop Culture Con, including load-in/load-out days – Thursday, July 2 through Sunday, July 5.

### Job Description (pre/during/post-convention):

A Programming Coordinator's essential duties are to assist the Programming Manager(s) in the execution and supervision of all Programming related sessions, programs, and events both prior to and during Denver Pop Culture Con. This role involves an overall awareness of Programming – including panels, events, and programs – and the support and supervision of assigned volunteer teams and during Con. Coordinators also ensure the quality of Programming and uphold the mission statement of Denver Pop Culture Con and Pop Culture, by supporting/working with other DPCC departments/teams.

### General Responsibilities:

- Assist Programming Manager(s) to implement assigned sessions, events, and programs – including planning meetings and collaboration with other departments.
- Maintain an awareness of and compliance with all convention policies and procedures.
- Assist Programming Manager(s) to supervise and train *direct report* volunteers and general volunteers.
- Attend all pre/post-con meetings, debriefs, trainings, and orientations.
- Respond to emails and complete special projects provided by programming leadership – in a timely manner.

### Pre-Convention Responsibility:

- Assist in the planning and organizing of assigned panels, events, and programs.
- Complete assigned pre-con project.
- Organize and deliver programming trainings with assigned teams.

### During Convention Responsibility:

- Assist in DPCC load-in (July 2, 2020) and load-out (July 5, 2020) at the Colorado Convention Center.
- Assist Programming Manager(s) to supervise and execute panel sessions, events, and programs, including the following tasks:
  - Maintain ownership of assigned panel rooms/zones, supervising and assisting Room Logistic Captains and volunteers with breaks and room operations.
  - Assist in the execution of assigned programming panels and events – assuring quality content, resolving issues, alerting leadership when necessary.
  - Assist Room Logistics Captains and volunteers in documenting, videoing, and tracking panel session metrics.
- Follow the chain of command with direct report volunteers and report to assigned Programming Manager(s) any volunteer, panel content, and/or event issues.
- Maintain professional relationships with all volunteers, session participants, and attendees.
- As directed, cover all areas/responsibilities of Programming, including those of a coordinator, room logistics captain, and general volunteer.
- As directed, work in other areas/departments of DPCC.

**Post-Convention Responsibility:**

- Provide full *after-con* report/debrief and suggestions for future changes/updates to DPCC content.
- Debrief assigned volunteers.
- Train/Support additional Programming volunteers.

**Skills and Experience Requirements:**

- 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.
- Excellent computer proficiency (MS Office) (Mac OS experience a plus)
- Must be able to work under pressure and meet deadlines, while maintaining a positive attitude and providing exemplary customer service and leadership
- 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
- 1-3 years customer service experience
- 1-3 years with a large scale pop culture convention
- Knowledge of or previous work history in partnership acquisition and development is a plus

**Physical Requirements:**

- Ability to safely and successfully perform the essential job functions consistent with the ADA, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity 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 Denver Convention Center

**Submissions Instructions:** Email cover letter and .PDF resume to the below email address. Please include "DPCC Coordinator Application" in the subject of the email

**Deadline Date:** 12/1/2019

**Submissions Contact:** Programming Team | programming@popcultureclassroom.org

**Revision Date:** 8/1/2019