

# Denver Pop Culture Con

## Position Description



<b>Position Title:</b> Live Events Captain	<b>Position Type:</b> Unpaid volunteer
<b>Department/Team:</b> Marketing	<b>Reports to:</b> Live Events Manager
<b>Pre-Convention Time Commitment:</b> 2-4 months (approximately April-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; 10-12 hours/day	
<p><b>Essential Duties and Responsibilities:</b> Working with Live Events Manager to assist in two types of events: “grassroots” marketing events and Live Events that occur throughout the year. During the marketing events you will be representing Denver Pop Culture Con and “spreading the good word” about the con. You will be talking about guests, and answering basic questions about the con and raising excitement for this year’s con at different locations and nerd-themed events around the Denver metro area. You will also be part of a valuable team that organizes and executes fun and exciting events year round.</p> <ul style="list-style-type: none"> <li>• Must be friendly and outgoing. During the “grassroots” marketing events you will be expected to talk about Denver Pop Culture Con and engage people about the con. Talking with strangers about the different aspects of the con, as well as nerd culture and just being friendly and personable is a big part of this job.</li> <li>• Being able to handle a chaotic event and keep your wits about you. After-parties, events, and parties have a lot of moving parts and being able to continue to do your job while things are going on around you is essential.</li> <li>• Being able to be professional around celebrities and con guests. Sometimes celebrities come to our parties and hang out and we need to be able to keep the event going even with someone famous attending.</li> <li>• Be able to work independently when other Leadership Team members are not available</li> <li>• Must be 21+</li> <li>• Own transportation is a definite plus</li> <li>• Supervise and mentor any general volunteers that may be helping with our events Attend any department meetings (2-3 in the months before the con, 1-2 during the rest of the year)</li> <li>• Attend any Captain/Staff training or information sessions run by Volunteer Services (1-2/year)</li> <li>• Attend a post-convention team wrap-up meeting (1/year)</li> <li>• Provide feedback on processes, performers, and audience response</li> <li>• Answer general attendee and vendor questions about Pop Culture Classroom and Denver Pop Culture Con, be able to find answers for those questions you cannot answer</li> <li>• Work with Live Events Leadership Team to recognize when operations are impeded and determine best ways to adjust systems and personnel. Communicate any unexpected changes to Live Events Manager so a solution can be implemented in a timely manner.</li> <li>• Work with Programming and Live Events Team to know which decisions require the Live Events Manager and which may be handled as a Captain</li> <li>• Maintain compliance with all convention policies and procedures</li> <li>• Position requires flexibility and adaptability, so you may expect other duties as needed</li> </ul>	
<p><b>Skills and Experience Requirements:</b></p> <ul style="list-style-type: none"> <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> </ul>	
<p><b>Working Conditions:</b></p> <ul style="list-style-type: none"> <li>• Office, convention center environment, and any venues that after-parties may be held. Bars, restaurants, hotels, sporting arenas, outdoor events are all possibilities</li> </ul>	
<b>Submissions Instructions:</b> email resume and cover letter	<b>Deadline Date:</b> 3/15/2020
<b>Submissions Contact:</b> Kim Kosnar at k.kosnar@popcultureclassroom.org	<b>Revision Date:</b> 2/9/2020