

# Denver Comic Con

## Job Description



**Job title:** Special Events Coordinator

**Position Type:** Unpaid volunteer

**Department/Team:** Special Events

**Reports to:** Special Events Manager

**Pre-Convention Time Commitment:** 6-9 months, 10-15 hours/week

**Convention Time Commitment:** Work the entirety of Denver Comic Con, including load-in/load-out if needed

### Essential Duties and Responsibilities:

- Help guide content providers, performers, speakers, or talent to their designated areas and work with them to make sure they have all the materials and tools necessary for the event.
- You may be asked to help with any aspect of an event. From décor to taking tickets to handing out flyers and information you will need to be flexible and cheerful in whatever role the management team will need you to perform.
- Must be able to keep talent to a schedule. At some of our events, we will need to adhere to a strict schedule. You must be able to communicate to the talent about time limits and when they need to vacate the space.
- Must be able to remain calm under pressure. Sometimes things happen at an event that we were not expecting. By remaining calm and looking for solutions together we can make sure that all events operate smoothly and we provide an excellent experience for our guests. The Show Must Always Go On.
- Will be required to help plan out activities and events and may be asked to meet with contacts and organizations to arrange event details.
- Must be able to work special events during the convention that may be held outside the Convention Center
- Must be 21+ as many events are held in venues where 21+ is required
- When available, assist with events throughout the year
- Own transportation is a definite plus
- Maintain compliance with all convention policies and procedures
- Additional assigned duties as needed

### 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
- 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

### 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
- 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:** 1/20/17

**Submissions Contact:** k.kosnar@popcultureclassroom.org

**Revision Date:** 1/4/17