

# Denver Comic Con

## Job Description



<b>Job title:</b> Main Events Audience Relations Captain	<b>Position Type:</b> Unpaid volunteer
<b>Department/Team:</b> Programming	<b>Reports to:</b> Main Events Manager
<b>Pre-Convention Time Commitment:</b> 2-4 months, average 5+ hours/week during active period	
<b>Convention Time Commitment:</b> Work the entirety of Denver Comic Con, including load-in/load-out days	
<p><b>Essential Duties and Responsibilities:</b></p> <ul style="list-style-type: none"> <li>• Be available for pre-con meetings/trainings, available every day of the Con</li> <li>• Strong oral communication and ability to converse with attendees</li> <li>• Solid people skills and ability to maintain positive attitude with attendees</li> <li>• Ability to maintain patience and be directive</li> <li>• Responsible for vetting questions of attendees for guests</li> <li>• Leadership qualities for intensive team working</li> <li>• Good time management skills</li> <li>• Responsible for load in/out of attendees</li> <li>• Keep seating available for VIP, media, ADA, etc.</li> <li>• Maintain compliance with all convention policies and procedures</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> <li>• Able to stay on your feet for several hours at a time</li> <li>• Excellent 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 service and leadership</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, FMLA and other federal, state and local standards, including meeting qualitative and/or quantitative productivity 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 Denver 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> 3/20/17
<b>Submissions Contact:</b> Matt McGuire at <a href="mailto:m.mcguire@popcultureclassroom.org">m.mcguire@popcultureclassroom.org</a>	<b>Revision Date:</b> 2/25/17