

# Denver Comic Con

## Job Description



<b>Job title:</b> Main Events Stage 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 and every day of the Con</li> <li>• Be able to communicate with Guests respectfully and attend to their needs</li> <li>• Excellent time management skills and ability to organize and orchestrate with several people for time requirements</li> <li>• Be familiar w/ DCC general operations for integration of DCC needs with Main Events requirements</li> <li>• Strong oral communication and event planning skills</li> <li>• Ability to work under pressure while maintaining a smiling face for Guests and Guests needs</li> <li>• Multi-tasking several job responsibilities and with several DCC depts.</li> <li>• Leadership qualities for intensive team working</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>• 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