

Denver Comic Con

Job Description



Job title: Session “Room” Logistic Captain	Position Type: Unpaid volunteer
Department/Team: Programming	
Reports to: Session Logistics Coordinator	
Pre-Convention Time Commitment: up to 6 months, 5-10 hours/week	
Convention Time Commitment: Work the entirety of Denver Comic Con, including load-in/load-out days	
<p>Essential Duties and Responsibilities (pre-con & convention):</p> <p>The Programming Room Logistic Captain, working with the Programming Manager and Coordinator, is responsible for panel room operations during the weekend of the convention. The core duties and responsibilities include, but not necessarily limited to:</p> <ul style="list-style-type: none"> • Attending pre-con orientations, training and functions. Expect 4-6 training sessions from T-60 and T-30 days before con. • Responding to emails and projects provided by Programming management. • Assisting with set up/monitoring of Programming archive cameras; completing log sheets; and after-session reporting. • Assisting presenters with A/V needs; resolving A/V issues with on-site A/V vender; sound and projection quality. • Insuring presenters experience and comfort, i.e. greeting them & providing water. • Keeping room clean, maintaining arrangement and setup. • Notifying convention center staff to clear trash cans, adjusting cooling or refill water stations. • Providing our attendees with a high quality of experience & entertainment. 	
<p>Skills and Experience Requirements:</p> <ul style="list-style-type: none"> • 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 – Word, Excel, PowerPoint, and Outlook) (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 	
<p>Physical Requirements:</p> <ul style="list-style-type: none"> • 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: 3/31/17
Submissions Contact: Christopher Whitfield at c.whitfield@popcultureclassroom.org	Revision Date: 2/16/17