

Denver Comic Con

Job Description



Job title: Session "Room" Logistic Crew

Position Type: Unpaid volunteer

Department/Team: Programming

Reports to: Session Logistics Captain

Pre-Convention Time Commitment: Training and up to two meetings

Convention Time Commitment: 8-12 hours per day, all three days of Denver Comic Con

Essential Duties and Responsibilities (pre-con & convention):

The Programming Room Logistic Crew, 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:

- Attending pre-con orientations and trainings.
- 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.

Skills and Experience Requirements:

- Excellent verbal and written communication skills, including ability to effectively and promptly communicate with department heads and General Volunteers
- 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
- 1-3 years customer service experience
- 1-3 years with a large scale pop culture convention

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.
- 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