



Animethon Non-Committee Job Descriptions

November 11, 2013

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STAFF WORKING DIRECTLY UNDER THE VICE-CHAIR DESCRIPTIONS

Staff report to the Team Lead, Assistant Head of Safety, Head of Safety and the Vice-Chair depending on their position (Refer to the Animethon Staff Structure).

The Head of Safety may hire the staff under them as per the Animethon Structure, provided they have obtained prior approval from the Vice-Chair.

HEAD OF SAFETY

Overview:

- Responsible for the safe welfare of all attendees, staff and volunteers during the event.
- Manages all aspects of the peace bonding desk, first aid and line control
- Manages all staff working under the Head of Safety and ensuring all posts are manned at all times as required.
- Documents and reports all incidents to the Vice-Chair and Chair.
- Works closely with ASAPA's Safety Officer to ensure all policies and rules are in place for the event.
- Upholds all of ASAPA's policies, fire regulations and any additional jurisdictional or venue specific policies and rules.

Qualifications:

- Good to excellent communication and writing skills.
- Training or certification in Public Safety or equivalent.
- Knowledgeable in emergency procedures, fire regulations and regulations regarding weapons.

ASSISTANT HEAD OF SAFETY

Overview:

- Assists the Head of Safety.
- Holds all responsibilities of the Head of Safety when they are off duty or unable to perform their duties

Qualifications:

- Good to excellent communication and writing skills.
- Training or certification in Public Safety or equivalent.
- Knowledgeable in emergency procedures, fire regulations and regulations regarding weapons.

TEAM LEAD

Overview:

- Acts as foreman for all Safety volunteers under the Head of Safety or their assistant in regards line control and all of ASAPA's policies, fire regulations and any additional jurisdictional or venue specific policies and rules.
- Assisting in emergencies as required by the Head of Safety or First-Aid Coordinator.

Qualifications:

- Good to excellent communication skills
- Training or certification in Public Safety or equivalent is an asset.
- Knowledgeable in emergency procedures, fire regulations and regulations regarding weapons is an asset.

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PROP SPECIALIST

Overview:

- Mans the Peace Bonding Desk(s) during the event as scheduled by the Head of Safety.

Qualifications:

- Good to excellent communication skills.
- Knowledgeable in prop and regulations regarding weapons.

FIRST AID COORDINATOR

Overview:

- Coordinates all First Aiders required for the event.
 - Manages and schedules all First Aid Staff
 - Responsible to maintain and recommend all medical supplies required for the event.
- Ensures all First Aid incidents are logged and the Safety Officer is informed of such incidents

Qualifications:

- Recognized Alberta College of Paramedics registration at the emergency medical responder or higher level (Valid during the event).

FIRST AID STAFF

Overview:

- Provide First Aid as required.

Qualifications:

- Emergency First aid certification or equivalent (Valid during the event).



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STAFF WORKING DIRECTLY UNDER THE SECRETARY DESCRIPTIONS

Staff report to the Assistant Secretary or secretary

The Secretary may hire the staff under them as per the Animethon Structure.

DATA ENTRY STAFF

Overview:

- Provide data entry into computers of all registration cards information into a preformatted template.
- Assist the secretary in any other duties that may be required

Qualifications:

- Familiar with data entry into databases or spreadsheets an asset.
- Good typing skills are an asset.

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SITE OPERATIONS JOB DESCRIPTIONS

Staff report to the Coordinator, Manager, the Director or Assistant Director of Site depending on their position (Refer to the Animethon Staff Structure).

Both Managers and Coordinators may hire the staff under them as per the Animethon Structure, provided they have obtained prior approval from the director.

VENDOR HALL MANAGER

Overview:

- Manages all aspects of the Vendor Hall (less sales) that includes:
 - Maintaining layout (map).
 - Obtaining quotes and coordinating all required rentals for the Vendor Hall (may work with other staff/departments if renting from common place).
 - Coordinate setup and tear-down
 - Work with the Sales Manager day-of to look after Vendor Hall day-of.
 - Ensure Vendor Hall is always manned.

Qualifications:

- Excellent customer relation skills.
- Experience managing and organizing trade show booth configurations or equivalent.
- Knowledge of Anime or Asian Popular Arts merchandising.

VENDOR HALL STAFF

Overview:

- Work under the Vendor Hall Manager to look after the Vendor hall day-of and assist with setup and tear-down.
- Any other duties to assist the Vendor Hall Manager.

LOGISTICS MANAGER

Overview:

- Coordinates the transportation of all required equipment, merchandise and supplies to and from the event.
- Oversees the packing and moving of all merchandise, supplies and Animethon's equipment as required.
- Oversees good inventory control and tracking of all supplies and equipment as required day-of.
- Responsible for obtaining quotes for vehicles rentals required.
- Coordinate and schedule all transportation of equipment, staff, volunteers and guest's prior, during and after the event.
- Managing all staff working under the Logistic Manager.

Qualifications:

- Class 5 Drivers and a clean abstract.
- Experience working with inventory or equivalent.
- Good working knowledge of loading, unloading and the moving of equipment (i.e. shipping).
- Good organizational skills are an asset.



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INVENTORY COORDINATOR

Overview:

- Assists in the packing and moving of all merchandise, supplies and Animethon's equipment as required.
- Maintains good inventory control and tracking of all supplies and equipment as required day-of.
- Assists in any other duties required by the Logistic Manager.

Qualifications:

- Class 5 Drivers and a clean abstract an asset
- Experience working with inventory or equivalent.
- Good organizational skills are an asset.

ASSISTANT INVENTORY COORDINATOR

Overview:

- Assists the Inventory Coordinator with any required duties

Qualifications:

- Experience working with inventory or equivalent an asset
- Good organizational skills are an asset.

DRIVERS

Overview:

- To drive one of the vehicle rentals used for the transportation of equipment, staff, volunteers or guests as required.

Qualifications:

- Class 5 Drivers (or Appropriate class depending on the vehicle) and a clean abstract (i.e. no major violations or accidents).

COMMUNICATIONS COORDINATOR

Overview:

- Coordinate all forms of communication methods used during the event which include, but are not limited to: radios and cell phones.
- Obtain quotes and specifications of required communication equipment.
- Coordinates dispatch day-of and ensures dispatch is manned at all times.
- Maintains all communications logs day-of.

Qualifications:

- Understanding of radio communications and protocols.
- Good communication skills.
- Able to use radio and cell phones.

ASSISTANT COMMUNICATIONS COORDINATOR

Overview:

- Assists the Communications Coordinator with any required duties

Qualifications:

- Understanding of radio communications and protocols.
- Good communication skills.
- Able to use radio and cell phones



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SITE LIAISON

Overview:

- Acts as the liaison between Animethon and all Sites used for the event.
- Obtains additional site choices and quotes as required by the committee.
- Coordinates all space required by the event and all Animethon related meetings.
- Ensures they, or the Assistant Site Liaison, are available at any time during the event.
- Manages Site Liaison Staff

Qualifications:

- Good communication and negotiating skills.
- Well organized and able to maintain good records.
- Experience working with contracts.

ASSISTANT SITE LIAISON

Overview:

- Assists the Site Liaison with any required duties.

Qualifications:

- Good communication skills.
- Well organized.

SITE LIAISON STAFF

Overview:

- Assists the Site Liaison or his assistant with any required duties.

Qualifications:

- Good communication skills.

INFORMATION DESK COORDINATOR

Overview:

- Coordinates all aspects of the Information Desk during the event which includes scheduling of all staff and/or volunteers working there.
- Responsible for compiling and collecting material in regard to the event, from the committee directors, to ensure adequate information is on hand day-of to best answer attendee questions.

Qualifications:

- Outstanding communication and diplomatic skills.
- Great customer service skills
- Well organized and able to compile and process information.

ASSISTANT INFORMATION DESK COORDINATOR

Overview:

- Assists the Information Desk Coordinator in running of the Information Desk in all aspects.

Qualifications:

- Outstanding communication and diplomatic skills.
- Great customer service skills



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IT/TECHNICAL SERVICES MANAGER

Overview:

- Manages all IT and technical requirements which include but are not limited to: Audio/Visual equipment, computers, networks, printers and assisting with communications as required.
- Assists in the quoting and obtaining of all A/V rental equipment outside of the main events room.
- Manages and schedules all IT/Technical Services staff.

Qualifications:

- Experience working with computers (Windows based), and basic networking or equivalent.
- Good understanding of audio/video equipment which includes projectors, DVD players, mixing boards, mikes and speakers.
- Good technical aptitude and problem solving skills.

TECHNICAL COORDINATOR

Overview:

- Coordinates all technical requirements which include but are not limited to the Audio/Visual equipment.
- Ensures all equipment is in working order for all events using them.
- Assists The IT/Technical Services Manager with any other additional duties as required

Qualifications:

- Good understanding of audio/video equipment which includes projectors, DVD players, mixing boards, mikes and speakers.
- Good technical aptitude and problem solving skills.

IT COORDINATOR

Overview:

- Coordinates all IT requirements which include but are not limited to: computers, networks and printers
- Assists The IT/Technical Services Manager with any other additional duties as required.

Qualifications:

- Experience working with computers (Windows based), and basic networking or equivalent.
- Good technical aptitude and problem solving skills.

TECHNICAL STAFF

Overview:

- Helps to ensure all A/V & Computer equipment is in working order for all events using them.
- Assists The IT/Technical Services Manager, Technical Coordinator or IT Coordinator with any other additional duties as required.

Qualifications:

- Good technical aptitude and problem solving skills.
- Good understanding of computers and/or audio/video equipment.



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MAIN EVENTS ROOM MANAGER

Overview:

- Coordinate all setup and tear-down in the Main Events Room.
- Assists in the acquisition of all required rentals and equipment required for Main Events.
- Liaise with any staff and/or on-site contractors in regard to programming day-of.
- Coordinate and manage all staff and volunteers working in the Main Events Room.
- Work with programming to assist with any events that take place in the Main Events Room as required.

Qualifications:

- Good communication skills.
- Experience with main stage audio & video equipment or equivalent is an asset.
- Experience working with contractors and procedures for staged events.

MAIN EVENTS ROOM COORDINATOR

Overview:

- Assist in Coordinating all setup and tear-down in the Main Events Room.
- Assist the Main Events Room Manager in coordinating all staff and volunteers working in the main events room.
- Assist the Main Events Room Manager as required.

Qualifications:

- Good communication skills.
- Experience working with contractors and procedures for staged events is an asset

MAIN EVENTS ROOM STAFF

Overview:

- Perform all required duties as assigned by the Main Events Room Manager or Coordinator. This includes but is not limited to: Light control, setup and tear-down,

Qualifications:

- Good communication skills.

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PUBLIC RELATIONS JOB DESCRIPTIONS

Staff report to the Coordinator, Manager, the Director or Assistant Director of Public Relations depending on their position (Refer to the Animethon Staff Structure).

Both Managers and Coordinators may hire additional staff, as required, provided they have obtained prior approval from the director.

PRODUCTION MANAGER

Overview:

- Manages and delegates all tasks in regard to quotes and obtaining merchandise, advertising, printing and signage.
- Manages all staff and coordinators under production and ensures all tasks are done in a timely manner.
- Ensures all requirements in regard to production as mandated by the Director or Assistant Director of Public Relations are met.

Qualifications:

- Good understanding of marketing and advertising.
- Basic understanding of merchandise related to Anime and Popular Asian Arts.
- Good to excellent project management skills.

MERCHANDISE COORDINATOR

Overview:

- Coordinates and obtains a variety of quotes as required for all merchandise.
- Ensures all ordered merchandise is received on time and in acceptable order.
- Coordinates all aspects of the merchandise table or booth during the event which includes scheduling of all staff and/or volunteers working there.

Qualifications:

- Good understating of merchandising in regard to Anime and Popular Asian Arts.
- Good communication and negotiation skills.

ASSISTANT MERCHANDISE COORDINATOR

Overview:

- Assists the Merchandising Coordinator in all required duties
- Helps man the Merchandising table or booth during the event.

Qualifications:

- Good understating of merchandising in regard to Anime and Popular Asian Arts is an asset.
- Good communication skills.



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ADVERTISING COORDINATOR

Overview:

- Assist the Director and Assistant Director of Public Relations in drawing up advertising strategies.
- Coordinates and obtains a variety of quotes, as required, for all advertising.
- Follows up on and ensures all advertising placements happen as per contract.

Qualifications:

- Good understanding of advertising in regard to Anime and Popular Asian Arts.
- Good communication and negotiation skills.

PURCHASING COORDINATOR

Overview:

- Coordinates and obtains a variety of quotes, as required, for all printing requirements.
- Assists the Merchandise Coordinator, Advertising Coordinator or other staff in Public Relations obtaining quotes and the ordering of merchandise, services or materials as required.
- Ensures all ordered merchandise, services or materials are ordered is received on time and in an acceptable condition.

Qualifications:

- Basic understanding of printing processes.
- Good understanding of basic contracts and quoting practices.
- Good communication and negotiation skills.

SIGNAGE COORDINATOR

Overview:

- Coordinates all requirements in regard to signage at all venues of the event.
- Determine the quantity, sizes and information needed for all required signage.
- Work with the Design Manager to come up with signage layouts.
- Ensure all materials needed for building required signage is accounted for or obtained.
- Coordinate the placement and removal of all signage during the event.

Qualifications:

- Good understanding of signage or equivalent.

ASSISTANT SIGNAGE COORDINATOR

Overview:

- Helps the Signage Coordinator in the placement and removal of all signage during the event.
- Assists the Signage Coordinator in any other required duties

Qualifications:

- Understanding of signage or equivalent is an asset.



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DESIGN MANAGER

Overview:

- Manages all required artwork, graphics and layout for posters, guidebook, handouts, signs and anything else required by Animethon for print and web.
- Maintains the look and feel of all graphics used for Animethon and ensures all art and layout guidelines as mandated by Animethon or ASAPA are followed.
- Ensures all required approvals for artwork, graphics and layout for posters, guidebook, handouts, signs, etc. are obtained by the appropriate department, the committee or ASAPA.
- Manages both layout, Contracted Artists, staff and delegates all tasks in regard to art and layout requirements.

Qualifications:

- Excellent communications and writing skills.
- Experience in graphic design and layout or equivalent.
- Ability to manage Artists and layout staff to ensure consistent design and layout.

CONTENT COORDINATOR

Overview:

- Coordinates all content required for both the web and print. This includes content for the website, guidebook, posters, press releases, announcements, etc.
- Follows-up with all departments to ensure content is submitted in a timely manner so all tasks that require such content can be done by the required deadlines.
- Responsible for processing of all content material to ensure proper grammar, spelling and consistency is maintained.

Qualifications:

- Excellent writing ability.
- Experience in editing content for grammar and spelling.
- Able to re-write content for better clarity and consistency as required.

LAYOUT COORDINATOR

Overview:

- Coordinates and does all layouts required but not limited to: Handbills, posters, and handouts.
- Ensures layouts are consistent to the look and feel and meet all requirements of Design Manager, Animethon Committee and/or ASAPA.

Qualifications:

- Experience in graphic design and layout or equivalent.

GUIDEBOOK COORDINATOR

Overview:

- Coordinates all aspects in regards to the guidebook. This includes the planning, layout and obtaining all processed content from the Content Coordinator.
- Ensures Guidebook is completed by the required deadline and meets all the requirements of the printer.

Qualifications:

- Experience in graphic design and layout or equivalent.

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SALES MANAGER

Overview:

- Responsible for coordinating all sales of vendor space, advertising and working with the other departments and coordinators in regard to sponsorship.
- Managing additional Sales staff, as required.
- Be involved in discussions and decisions in regard to all pricing for vendor space, advertising and sponsorship for Animethon.
- Work with the Animethon Treasurer to maintain all records of sales and ensure all payments and issues/problems are resolved in regard to all sales of vendor space, advertising, sponsorship, etc.
- Assist the Vendor Hall Manager day-of with vendor concerns and requests.

Qualifications:

- Outstanding communication skills.
- Able to manage sales staff.
- Experience in sales, customer relations and contract negotiations or equivalent.
- Good knowledge of merchandise relating to Anime and Popular Asian Arts.

COMMUNITY RELATIONS COORDINATOR

Overview:

- Act as the liaison between Animethon and the community which includes, but is not limited to: clubs, not for profit/charity/special interest groups and other events (conventions, etc.).
- Coordinate and manage all social networks, forums, and other web related outlets of the community that fall into the scope of what Animethon serves.
- In charge of all aspects of Community Corner prior to and during Animethon, including: providing space for interested clubs, not for profit/charity/special interest groups, etc.

Qualifications:

- Good communication skills.
- An excellent understanding of the community (i.e. Fandom) that Animethon serves.

ASSISTANT COMMUNITY RELATIONS COORDINATOR

Overview:

- Assist the Community Relations Coordinator in all required duties.

Qualifications:

- Good communication skills.
- An excellent understanding of the community (i.e. Fandom) that Animethon serves.



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PRESS / MEDIA COORDINATOR

Overview:

- Act as the liaison between Animethon and the Media/Press.
- Compile Press Releases to promote the event and guests to the Media/Press.
- Coordinate all interviews and invitations to Animethon Press Conferences with the Media/Press.
- Managing and acting as liaison with all Media/Press that attend Animethon during the event.
- Coordinate with the site department to ensure all site and Animethon policies in regard to photography and videotaping by the Media/Press during the event are covered.

Qualifications:

- Excellent communication, negotiation and diplomatic skills.
- Experience with the Media/Press

PHOTOGRAPHY/VIDEOGRAPHY COORDINATOR

Overview:

- Coordinate all photographer/videographer staff for the event.
- Schedules events to be covered by all photographer/videographer staff.
- Coordinates with the site department to ensure compliance with all site and Animethon policies in regard to photography and videotaping during the event.
- Obtains all required rights for the use of photographs and video footage to promote Animethon.
- Organize and deliver all Photographs and video taken for the event and during the event to ASAPA.
- Liaison with any other professional photography/videography groups officially part of the event.

Qualifications:

- Understanding of event photography/videography or equivalent.

PHOTOGRAPHY/VIDEOGRAPHY STAFF

Overview:

- Take Photos of events or promotions as required by the Photography/Videography Coordinator

Qualifications:

- Background and experience in Photography or Videography.

WEB MASTER

Overview:

- Manages all aspects of the Animethon Website (i.e. Animethon's Webmaster).
- Works with the Design Manager in developing the layout.
- Works with the Content Coordinator to put up on the website information, news, etc. in regard to Animethon provided by the committee.
- Works with the Committee to provide all required web forms, sign-ups or databases as required.
- Resolves issues and errors and ensures website is functioning.
- Creates and maintains data/web management application(s) & databases.

Qualifications:

- Experience with web development.
- Excellent knowledge of PHP, MySQL, JavaScript, JQuery, and CSS.
- Able to work with the following technologies: Apache, FTP, Google Apps, and domain management.
- Good communication skills and the ability to respond to change requests promptly.
- Back-end management of forums.



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PROGRAMMING JOB DESCRIPTIONS

Staff report to the Coordinator, Manager, Director or Assistant Director of Programming depending on their position (Refer to the Animethon Staff Structure).

Both Managers and Coordinators may hire additional staff as required provided they have obtained prior approval from the director.

INTERNATIONAL GUEST MANAGER

Overview:

- Communicate and negotiate with various potential guests, and their agents or third parties, from outside of North America for the event.
- Contract with guests based on the requirements given by ASAPA and/or Animethon committee within the stated budget.
- Ensure all required deliverables are obtained before the Director of Programming or another approved signatory signs-off on the contract.
- Draft and deliver guest's itinerary based on the schedule of events and the guest's requirements.
- Coordinate with the Accommodations Coordinator to ensure all guest accommodations are handled properly.
- Manage and coordinate all requirements required by the guests or agents prior, day of and after the event (i.e. be the liaison between Animethon and all international guests and/or their agents).

Qualifications:

- Excellent communication and diplomatic skills.
- Good organizational skills.
- Experience with contract negotiations and handling VIPs.
- Professional demeanour.
- Driver's License and 25 years of age or older an asset.
- Familiar or able to speak native language of guest or agents is an asset.

INTERNATIONAL GUEST LIAISON

Overview:

- Act as our representative with our International guests at the event.
- Ensure guest(s) sticks to their itinerary.
- Ensure all Guest(s) requirements are met as required.

Qualifications:

- Good communication and diplomatic skills.
- Decent organizational skills.
- Professional demeanour.
- Class 5 Driver's License an asset.
- Familiar or able to speak native language of guest or agents is an asset.



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NORTH AMERICAN GUEST MANAGER

Overview:

- Communicate and negotiate with various potential guests, and their agents, from North America for the event.
- Contract with guests based on the requirements given by ASAPA and/or Animethon within the stated budget.
- Ensure all required deliverables are obtained before the Director of Programming, or another approved signatory, signs-off on the contract.
- Draft and deliver guest's itinerary based on the schedule of events and the guest's requirements.
- Coordinate with the Accommodations Coordinator to ensure all guest accommodations are handled.
- Manage and coordinate all requirements required by the guests or agents prior, day of and after the event (i.e. be the liaison between Animethon and all North American guests and/or their agents).

Qualifications:

- Excellent communication and diplomatic skills.
- Good organizational skills.
- Experience with contract negotiations and handling VIPs.
- Professional demeanour.
- Driver's License and 25 years of age or older an asset.

NORTH AMERICAN GUEST LIAISON

Overview:

- Act as our representative with our International guests at the event.
- Ensure guest(s) sticks to their itinerary.
- Ensure all Guest(s) requirements are met as required.

Qualifications:

- Good communication and diplomatic skills.
- Decent organizational skills.
- Professional demeanour.
- Class 5 Driver's License an asset.

PANEL COORDINATOR

Overview:

- Act as the point of contact for all fan submitted panels.
- Oversees the approval process of fan panels and informs those that don't meet with approval in a prompt manner.
- Responsible for recruiting of panel-like events that are not non-fan or guest-related.
- Ensure all panel submissions are complete and assist with scheduling of panels.
- Ensure all panelists receive their passes, and that their panels start and end on time.
- Ensure that all panel attendance is recorded.
- Assist in the scheduling of all panels and ensuring panelists are kept up-to-date.

Qualifications:

- Great communication skills.
- Great organizational skills.
- Must be detail orientated.
- Good general knowledge of Anime and Asian Popular Arts and the community.



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ASSISTANT PANEL COORDINATOR

Overview:

- Assists the Panel Coordinator with any required duties.

Qualifications:

- Good general knowledge of Anime and Asian Popular Arts and the community an asset.

PANEL STAFF

Overview:

- Carries out all duties assigned to them by the Panel Coordinator or Assistant Panel Coordinator

GAMING MANAGER

Overview:

- Manages all aspects of all types of gaming at Animethon, which includes but is not restricted to, console, PC, card, and tabletop gaming.
- Oversee all aspects of equipment for gaming, including the loaning of equipment.
- Responsible for the setup, tear-down, and operation of all gaming rooms.
- Manages and schedules all gaming Staff.

Qualifications:

- Good knowledge of various types of gaming (console, card, tabletop, etc.) and what would be popular with the majority of patrons.
- Good organizational skills to track all equipment used.
- Able to manage gaming staff.
- Experience with contract negotiations is an asset.

TOURNAMENT GAMING COORDINATOR

Overview:

- Coordinate all aspects of any console, PC and handheld gaming tournaments, including scheduling.

Qualifications:

- Good knowledge of various types of console, PC and handheld gaming and what would be popular with the majority of patrons.
- Knowledgeable with Gaming tournaments.
- Familiar with the gaming community in regards to tournaments an asset.

TOURNAMENT GAMING STAFF

Overview:

- Carries out all duties assigned to them by the Tournament Gaming Coordinator.

Qualifications:

- Familiar with various types of console, PC and handheld gaming and what would be popular with the majority of patrons.



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FREE GAMING COORDINATOR

Overview:

- Coordinate all aspects of all free console, PC and handheld gaming rooms.

Qualifications:

- Good knowledge of various types of gaming (console, card, tabletop, etc.) and what would be popular with the majority of patrons.

FREE GAMING STAFF

Overview:

- Carries out all duties assigned to them by the Free Gaming Coordinator.

Qualifications:

- Familiar with various types of gaming (console, card, tabletop, etc.) and what would be popular with the majority of patrons.

ARTIST ALLEY COORDINATOR

Overview:

- Promote the Artist Alley to the artist community.
- Assist in the development or review of the Artist Alley contract and signup system.
- Manage and answer all questions related to Artist Alley signup.
- Assign tables to artists who have fulfilled all requirements.
- Oversee the setup, operation, and tear-down of Artist Alley at Animethon.
- Responsible for ensuring that the Artist Alley is staffed throughout the event

Qualifications:

- Good communication skills.
- Good organizational skills to coordinate and track artists, their tables, contracts, and payments.
- Good understanding of the Anime/Asian Popular Arts artists community highly recommended.

ASSITANT ARTIST ALLEY COORDINATOR

Overview:

- Assists the Artist Alley Coordinator with any required duties.

Qualifications:

- Good communication skills.
- Good understanding of the Anime/Asian Popular Arts artists' community is an asset.



Animethon Non-Committee Job Descriptions

November 11, 2013

COSPLAY COORDINATOR

Overview:

- Oversee the successful preparation, execution, and judging of the Cosplay Contest. Coordinating with Main Events Coordinator and Tech Manager as required.
- Ensure all judging is as fair and unbiased as possible.
- Review and/or update the Cosplay Contest Rules and requirements.
- Coordinate the signup of contestants
- Ensure all contestants are aware and meet the requirements of the ASAPA Contest Rules of Eligibility.

Qualifications:

- Good communication skills.
- Good understanding or experience with the Cosplay community.
- Great organizational skills.

ASSISTANT COSPLAY COORDINATOR

Overview:

- Assists the Cosplay Coordinator with any required duties.

Qualifications:

- Awareness or some understanding or experience with the Cosplay community.

HALL COSPLAY COORDINATOR

Overview:

- Oversee the successful preparation, execution, and judging of the Hall Cosplay Contest.
- Ensure all judging is as fair and unbiased as possible.
- Review and/or update the Hall Cosplay Contest Rules and requirements.
- Coordinate the signup of contestants
- Ensure all contestants are aware and meet the requirements of the ASAPA Contest Rules of Eligibility.

Qualifications:

- Good communication skills.
- Good understanding or experience with the Cosplay community.
- Great organizational skills.

ASSISTANT HALL COSPLAY COORDINATOR

Overview:

- Assists the Hall Cosplay Coordinator with any required duties.

Qualifications:

- Awareness or some understanding or experience with the Cosplay community.

Animethon Non-Committee Job Descriptions

November 11, 2013

KARAOKE COORDINATOR

Overview:

- Oversee the successful preparation, execution, and judging of the Karaoke Contest preliminaries and finals.
- Coordinate with the Main Events Coordinator and Tech Manager as required.
- Ensure that all contestants have their karaoke music and lyrics available for their performances.
- Ensure all judging is as fair and unbiased as possible.
- Review and/or update the Karaoke Contest Rules and requirements.
- Coordinate the signup of contestants
- Ensure all contestants are aware and meet the requirements of the ASAPA Contest Rules of Eligibility.

Qualifications:

- Good communication skills.
- Good understanding of Karaoke.
- Great organizational skills.

ASSISTANT KARAOKE COORDINATOR

Overview:

- Assists the Karaoke Coordinator with any required duties.

Qualifications:

- Good understanding of Karaoke an asset.

AMV COORDINATOR

Overview:

- Oversee the successful preparation, execution, and judging of the AMV Contest.
- Coordinate with the Main Events Coordinator and Tech Manager as required.
- Ensure all AMV judging is as fair and unbiased as possible.
- Review and/or update the AMV Contest Rules and requirements.
- Coordinate the signup of contestants
- Ensure all contestants are aware and meet the requirements of the ASAPA Contest Rules of Eligibility.

Qualifications:

- Good communication skills.
- Knowledge or experience with the AMV community.
- Great organizational skills.
- Knowledge of video editing and video processing.

DANCE COORDINATOR

Overview:

- Coordinates any activities that may occur during an Animethon dance.
- Selects the musical DJs and/or acts for an Animethon dance.
- Oversees the safe and smooth operation of an Animethon dance.

Qualifications:

- Good knowledge of what kind of music, DJs or acts are popular within the scope of the event.



ASAPA
ALBERTA SOCIETY FOR ASIAN POPULAR ARTS

Suite 3391, 11215 Jasper Avenue
Edmonton, Alberta, Canada T5K 0L5 **Email:** info@asapa.ca
Website: www.asapa.ca copyright date February 20,2010

Animethon Non-Committee Job Descriptions

November 11, 2013

VIDEO MEDIA MANAGER

Overview:

- Coordinate the sourcing, encoding, and selection of video programming.
- Deliver all video programming content required for the guidebook in a timely manner.
- Ensure all video programming is rated according to ASAPA guidelines.
- Ensure permissions are obtained for all video programming selected for screening, and ensure any requirements for screening are upheld.
- Assist with the scheduling of video programming.

Qualifications:

- Excellent organizational skills to track the status of all videos.
- Decent knowledge of many anime and Asian titles and their popularity.
- Excellent time management skills.
- Must be detail orientated.

Animethon Non-Committee Job Descriptions

November 11, 2013

HUMAN RESOURCES JOB DESCRIPTIONS

Staff report to the Coordinator, Manager, the Director or Assistant Director of Human Resources depending on their position (Refer to the Animethon Staff Structure).

Both Managers and Coordinators may hire additional staff, as required, provided they have obtained prior approval from the director.

REGISTRATION MANAGER

Overview:

- Oversee the success of registration and pre-registration before, during, and after the event in all of its aspects.
- Ensure all attendee required information (including demographics) is recorded in a timely manner.
- Manages all registration coordinator staff and volunteers prior to and day of the event in all aspects.
- Resolve any issues or complaints regarding registration.
- Qualifications:
- Good organizational skills.
- Great communication skills.
- Experience managing people and information.
- Must be detail orientated.
- Excellent customer service skills.
- Trustworthy, responsible, and experience with cash, especially giving change.

REGISTRATION COORDINATOR

Overview:

- Oversee the successful planning and execution of patron registrations. This includes preparation, timely pre-registration confirmations, regular reporting of pre-reg numbers throughout the year, and the operation of the registration desk day-of.
- Resolve any issues or complaints brought to your attention regarding the registration desk.
- Coordinate with the Treasurer for the exchange of cash floats, reimbursements, and similar matters.
- Responsible for the training of all staff and volunteers assigned to the registration desks.

Qualifications:

- Good organizational skills.
- Excellent communication skills.
- Must be detail orientated.
- Good customer service skills.
- Trustworthy, responsible, and experience with cash, especially giving change.



Animethon Non-Committee Job Descriptions

November 11, 2013

VOLUNTEER MANAGER

Overview:

- Manages all aspects with regard to Volunteers prior to, day of and after the event.
- Managing all Volunteer Staff and ensuring the volunteer rooms and desks operated by HR
- Coordinates with the Personnel Coordinator to establish volunteer's availability.
- Responsible for the scheduling and tracking of all volunteer hours as required by ASAPA.
- Responsible for creating a report after the event detailing the hours of assigned volunteer work performed by each volunteer.
- Ensure that all volunteers meet the qualifications required for any assignment they are given. This includes appropriate age, costume, training, any special skills, and so on.
- .

Qualifications:

- Great organizational skills.
- Great communication skills.
- Experience with scheduling personnel or equivalent.
- Must be detail orientated.

VOLUNTEER STAFF

Overview:

- Help in Scheduling of all volunteers.
- Assist in the tracking of all volunteer hours as required by ASAPA.
- Assist in Assigning volunteers to assignments before, during, and after the event as required.
- Help man all volunteer rooms and desks operated by HR

Qualifications:

- Good organizational skills.
- Good communication skills.
- Experience with scheduling personnel or equivalent an asset
- Must be detail orientated.

VOLUNTEER TRAINING COORDINATOR

Overview:

- Coordinate and ensure all volunteers are trained as required.
- Run and schedule training sessions for all volunteers.

Qualifications:

- Good organizational skills.
- Good communication skills.
- Experience with scheduling personnel or equivalent is an asset.
- Experience in the training of volunteers or equivalent.



Animethon Non-Committee Job Descriptions

November 11, 2013

PERSONNEL COORDINATOR

Overview:

- Coordinate all recruitment of staff and volunteers with the Animethon Committee.
- In charge of all general communications and announcements to staff and volunteers.
- Assist in coordinating the training of staff and volunteers.

Qualifications:

- Great organizational skills.
- Great communication skills.
- Must be detail orientated.
- Experience recruiting staff or volunteers.

PRESERVATIONS COORDINATOR

Overview:

- Coordinate with the Personnel Coordinator to ensure all staff and volunteer dietary requirements are obtained.
- Oversee the selection of food and drink available to staff and volunteers at the event. Ensure that all food and drink provided has an ingredient list as much as practicable.
- Plan and execute any appreciation dinners.
- Adhere to the stated food and drink budget.
- Oversee the operation of the Volunteer lounge at the event.
- Oversee and record that all staff have eaten. Deliver food and drink to them if required.
- Deliver food and drink to volunteers who are unable to obtain food from the designated food locations when food is available.

Qualifications:

- Great organizational skills.
- Good communication skills.
- Experience working with catering services or equivalent is highly recommended.
- Must be detail orientated.
- No airborne allergies to food.

ASSISTANT PRESERVATIONS COORDINATOR

Overview:

- Assists the Preservations Coordinator with any required duties.

Qualifications:

- No airborne allergies to food.



Animethon Non-Committee Job Descriptions

November 11, 2013

ACCOMMODATIONS COORDINATOR

Overview:

- Acts as the liaison between Animethon and all accommodation establishments used for the event.
- Obtains options, quotes and makes reservations based on all committee Directors' requirements in regards to attendees, staff, volunteers and guests.
- Coordinates with the Staff/Volunteer Accommodations Coordinator in regard to staff and volunteer accommodations.

Qualifications:

- Good communication and negotiation skills.
- Well organized and able to maintain good records.
- Experience working with Contracts.

ASSISTANT ACCOMMODATIONS COORDINATOR

Overview:

- Assists the Accommodations Coordinator with any required duties.

Qualifications:

- Good communication and negotiation skills.