

BROADWAYCON PROGRAMMING OPERATIONS COORDINATOR

The Programming Operations team is responsible for making sure that the programming at our events goes off without a hitch. From tracking down everything needed to set our event app live to making sure every panel that needs a projector has access to one, they're the tracking and planning superheroes of BroadwayCon who keep the sessions running smoothly. Programming Operations Coordinators will report directly to the Programming Director.

Qualifications

- Strong written and oral communication
- Excellent organizational and administrative skills (we love people who love spreadsheets)
- Strong creative problem-solving skills and a "What if we tried this?" attitude
- Excellent self-management skills and ability to work independently
- Excellent collaborative skills and ability to work as a member of a team
- The ability to create and carry out detailed plans
- Front-of-house or crowd control experience is a plus

Responsibilities

- Working with external partners to identify needs for the panels they curate
- Working with the rest of the Programming Department to identify needs for BroadwayCon-curated and Attendee-Created panels
- Tracking the needs of individual sessions such as unique seating arrangements, A/V requirements, and other equipment such as pianos and music stands
- Contributing to the creation of the programming schedule, including multiple review processes
- Collecting programming information for public release
- Maintaining calendar and meeting deadlines/benchmarks for schedule publication
- Maintaining up-to-date tracking documents which clearly communicate progress
- Working with the BroadwayCon Programming Department to understand the needs of the convention's programming
 - Giving input on panels, speakers, and themes for programming if so desired

These are volunteer positions requiring approximately 4 hours of remote work per week until October 2017 and 6-8 hours of remote work per week from October 2017 - January 2018. This position will also require attendance at BroadwayCon 2018, from load-in on the day before the event begins through through load-out on the day the event ends.