

MISCHIEF MANAGEMENT TALENT COORDINATOR

The Talent Team is the face of Mischief Management and our Con to the Special Guests; they are responsible for making sure that each Special Guest knows all of the relevant details about their appearance at the Con. Talent Coordinators communicate with Special Guests and their representatives prior to the conventions, remain in constant contact with them onsite, and tie up loose ends after the Con. Talent Coordinators report to the Talent Manager and Programming Director.

Qualifications

- Strong written and oral communication
- Strong interpersonal skills
- Excellent organizational skills
- Demonstrated ability to remain trustworthy with sensitive information
- An even temperament and ability to think and remain calm under stressful situations
- Strong creative problem-solving skills and a “What if we tried this?” attitude
- Collaborative skills and the ability to work as a member of a team as well as self-management skills and ability to take on independent projects
- The ability to create and carry out detailed plans
- Handler or crowd control experience a plus

Responsibilities

- Working with the Programming Team to obtain Special Guest details once they are confirmed for each event
- Maintaining a timely response rate with Special Guests or their representatives should they have any questions about the event or logistics
- Compiling information for each Special Guest including contact information, headshot, bio, travel details, accommodation information, compensation requirements, etc. and maintaining up-to-date tracking documents which clearly communicate the status of information
- Attending bi-weekly or weekly department meetings with other team members and supervisor
- Assisting in finding and acquiring the travel and accommodations for Special Guests
- As a team, putting together each Special Guest’s itinerary and sending them to the Special Guest or representative prior to their arrival at the event
- Aiding Special Guests on-site, running Special Guest check in, and maintaining a professional relationship with Special Guests, their representatives, and “guests of guests”
- Managing Special Guest handlers on-site
- Wrap up any details post-Con with Special Guests or their representatives

These are volunteer positions requiring approximately 3 hours of remote work per week until two months prior to the event, which then will increase to approximately 6-10 hours of remote work per week until the week of the event, and approximately 1-3 hours of remote work per week in the month following the event. This position will also require attendance on-site for the full dates of the event, from load-in on the day before the event begins through through load-out on the day the event ends.

When applying, please indicate which Con/s you are most interested in working:

- BroadwayCon (New York City, January 26-28, 2018)
- Con of Thrones (Dallas, TX, May 25-27, 2018)
- AlienCon (Pasadena, CA, June 15-17, 2018)
- LeakyCon (Dallas, TX, August 10-12, 2018)

To apply, please send a resume and cover letter to recruitment@mischiefmanagement.com