



**Staffing Opportunities**  
*<http://www.animaritime.org>*

**July 1-3, 2011 ~ Moncton, New Brunswick**

Dear Potential Staffer:

Thank you for your interest in becoming a staffer for Animaritime 2011! Animaritime is proud to be a convention that is by fans, for fans. Each year we are staffed entirely by talented, pioneering, and professional individuals who volunteer their time and effort to bringing the best convention of its kind to the Maritimes. We are always looking for new individuals who are willing to work hard and bring new experiences and talents to our staff.

All of our staff are chosen through an application process, in order to provide Animaritime with the best possible staffer for each of the available positions. We know there's a lot of positions to choose from. If this is your first time staffing a convention, we recommend applying for general staff. And don't worry, if for some reason you aren't selected to be a staffer, Animaritime is always looking for volunteers to work during part of the weekend. Volunteers who work hard throughout the convention will be considered first for staff positions the next year.

This document contains all of the information you should know before you apply for a staff position. Please read through all of its contents and then fill in the form found at the end. If you have any questions regarding the information found here, please feel free to contact us and we will do our best to help you.

Thank you again for your interest in becoming a staffer for Animaritime 2011. We look forward to hearing from you!

Sincerely,  
Lindsay Searles  
Animaritime 2011  
Hiring Committee Chairman  
[hiring@animaritime.org](mailto: hiring@animaritime.org)



July 1-3, 2011 ~ Moncton, New Brunswick

## Available Staff Positions:

### **Programming:**

- x Programming Director
- x Assistant Programming Director
- x Video Programming Manager
- x Panel Programming Manager
- x Video Game Director
- x Board Game Director
- x AMV Contest Manager
- x Karaoke Coordinator
- x Anime Improv Coordinator
- x Anime Name That Tune Coordinator
- x Fanfiction Contest Manager
- x Masquerade Coordinator
  - Green Room Manager
  - Masquerade Back Stage Manager
  - Masquerade Staff
- x Auction Coordinator
  - Auction Staff
- x Anime Trivia Director
- x J-Idol Manager
- x Dance Manager
- x Garage Sale Manager

### **Programming Position Descriptions:**

Programming Director: Overseer of all programming during the convention. Will have a final say over all panels and showings scheduled to run, and will compile the schedule.

Assistant Programming Director: Will be required to help the director in making decisions about programming, as well as planning the schedule. Will be the first person to approach at-con for scheduling questions.

Video Programming Manager: Plans the video showings during the convention, as well as getting screeners to be shown and permissions.

Panel Programming Manager: In charge of developing a list of potential panels, recruiting individuals to run panels, and organizing guest related panels.

Video Game Director: Overseer of all video gaming planning and events. Is in charge of acquiring video game related equipment and is responsible for their security.

Board Game Director: Overseer of all board game planning and events. Is in charge of acquiring games and is responsible for their security.

AMV Contest Coordinator: Plans and coordinates the AMV contest. Will be in charge of gathering submissions and organizing AMV Judges.

Karaoke Coordinator: In charge of planning the karaoke, as well as getting all music files needed for the event.

Anime Improv Coordinator: Plans and coordinates the anime improv event.

Anime Name That Tune Coordinator: Plans and coordinates the anime name that tune event. Is in charge of getting all music required for the event.

Fanfiction Contest Manager: Plans and coordinates the fanfiction contest. Will be in charge of gathering submissions and organizing fanfiction judges.

Masquerade Coordinator: Overseer of the masquerade and all offshoots. Will coordinate with support for prizes, as well as creating guidelines and rules for the event.

Green Room Manager: In charge of assembling masquerade participants and maintaining order in the Green Room.

Masquerade Back Stage Manager: In charge of seating, stage/prop preparation, and directing masquerade participants on and off stage.

Masquerade Staff: Will assist in the planning of the masquerade prior to the convention. During the convention will act as traffic and crowd control as well as technical assistants.

Auction Coordinator: Overseer of the pre-auction viewing and auction. Will organize how bidding be handled and auction lots.

Auction Staff: Works during the auction to display items and help keep track of the highest bid.

Anime Trivia Director: Plans and coordinates the anime trivia event. Is in charge of gathering questions required for the event.

J-Idol Manager: Plans and coordinates the j-idol competition. Will be in charge of working with all contestants prior and during the event, as well as organizing j-idol judges.

Dance Manager: Plans and coordinates the dance. Is in charge of hiring a DJ and planning of ticket system, security, and room cap.

Garage Sale Manager: Plans and coordinates the garage sale(s). Is in charge of planning set-up, tear-down, money management, security, and item management.

### **Guest Relations:**

- x Guest Relations Director
  - Guest Relations Staff

### **Guest Relations Position Descriptions:**

Guest Relations Director: Overseer of all guest related events before and during the convention. Is in charge of inviting guests, arranging travel and lodging, and coordinating guest events.

Guest Relations Staff: Assists director in preparing for guests and are the liaisons of the guests during the duration of the convention.

## ***Art Department:***

- x Art Director
- x Art Contest Manager

- x Artist Alley Manager
  - Artist Alley Staff

### ***Art Department Position Descriptions:***

Art Director: Oversees all artist related events. Has a final say over the artist alley and the art contest.

Art Contest Manager: In charge of organizing the art contest. Determines categories, judging, and rules.

Artist Alley Manager: Oversees the artist alley, and all the artists therein. Is responsible for assigning artists table space and making sure that artists work and behaviour is appropriate.

Artist Alley Staff: Assist the manager in prepping artist alley before the convention, and watching over artist alley during the convention.

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## ***Convention Operations:***

- x Secretary
- x Accountant
- x Purchasing Manager
- x Head of Secure Operations
  - Secure Operations Staff
- x Venue Coordinator
- x Registration Director
  - Registration Staff

- x Info Desk Manager
  - Info Desk Staff
- x Volunteer Coordinator
- x General Staff
- x Vendor Manager
  - Vendor Staff
- x Support Resource Manager

### ***Convention Operations Position Descriptions:***

Secretary: Takes notes at staff meetings, is responsible for sending meeting reminders via email, and maintains the mailing lists. Will work closely with the General Manager to send internal news and announcements.

Accountant: In charge of doing monthly checks of the books, semi annual audits, filing taxes, and assisting with moving the convention to NPO status.

Purchasing Manager: Oversees spending of the convention. Approves all purchases made by individuals and develops budgets for the departments.

Head of Secure Operations: Oversees security for the convention. Works with the con chair to create convention rules and policies. Organizes secure operations staff, fields security questions, keeps attendees safe, and has the last say in any security decisions.

Secure Operations Staff: Assist the head with organizing security for the con, and works during the entirety of the convention to enforce the rules and policies.

Venue Coordinator: In charge of the location of the convention. Coordinate with location staff and ensure the needs of the convention are met.

Registration Director: Gathers and organizes all pre-registrations as well as the system for registering on site. Works in conjunction with the public relations department for registration packets, as well gathering all supplies required for registration.

Registration Staff: Assist the director in preparing for registration before the con. Will work the registration desk during the convention.

Info Desk Manager: Determines organization, procedures, and schedules for info desk. Is in charge of fielding requests for exposure (i.e. posters for other events).

Info Desk Staff: Assist the manager in preparing supplies before the con. Will work the info desk during the convention.

Volunteer Coordinator: Is in charge of acquiring all necessary information about volunteers, creating volunteer schedules, and preparing the volunteers via the mandatory volunteer meeting.

General Staff: Work during the convention doing the nitty-gritty jobs and covering vacant schedule slots.

General Assistants: Work minimal hours during the convention to smooth operations where needed.

Vendor Manager: Oversees all vendor-convention interactions. Is in charge of soliciting vendors to the convention, and ensuring that the vendor room runs smoothly. Is also responsible for verifying the authenticity of vendor merchandise.

Vendor Staff: Work during the convention to make sure the vendor room is always staffed. Works with secure relations to make sure the vendors merchandise is secure, and to assure the vendors comfort during the convention.

Support Resource Manager: In charge of properly assigning support items to events, tournaments, as prizes, or for the auction.

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## ***Audio/Visual:***

- x Technical Director
  - Masquerade Sound Technician

- Dance Technician
- A/V Staff

### ***Audio/Visual Position Descriptions:***

Technical Director: Oversees all technical aspects of the convention. Ensures all technical requests are met for events and panels and works with the venue coordinator to ensure the venue has all the necessary equipment.

Masquerade Sound Technician: In charge of sound requirements for the masquerade. Plays cds, sets up mics, and controls sound balance.

Dance Technician: In charge of all sound requirements for the dance. Sets up sound equipment and assists the DJ with any requirements.

A/V Staff: Work during the convention to ensure that all events have the correct setup of a/v equipment. Assist guests in using the equipment, and are on call to fix any minor technical difficulties during the convention.

## ***Public Relations:***

- x Public Relations Director
- x Advertising Staff
- x Support Staff
- x Publications Designer
- x Copy Editor
- x Photographer
- x Forum Administrator

## ***Public Relations Position Descriptions:***

Public Relations Director: Oversees all public-convention relations. Ensures friendly and informative interactions with the public. Writes all press releases and has a final say in all public relation matters.

Advertising Staff: Works with the community to place advertisements about the convention, as well as solicits advertising to be placed in the registration booklet.

Support Staff: Works with companies to get support for the convention in the way of donations.

Publications Designer: Is in charge of all designs for publications, including getting art for posters, badges, and the reg booklet.

Copy Editor: Proofs all documents prior or printing or publishing.

Photographer: Works during the convention taking a photographic record of the events.

Forum Administrator: Check forums daily to ensure that members are following forum rules, and to eliminate trolls and spammers.

## **Staff Rules and Guidelines:**

### ***I. Staffing Benefits:***

- A. Free badge to Animaritime 2011.
- B. Free Animaritime 2011 Staff T-shirt.
- C. Access to the staff forum.
- D. Access to the staff room during the convention during off-duty hours.
- E. Access to the staff hotel rooms, if distance to the convention requires it and depending on position.
- F. The bragging rights of helping to put together the best anime and gaming convention in the Maritimes.

### ***II. Requirements:***

- A. Qualifications:
  - i. Staff members must be at least 18 years old as of the date of application submission. (With special exceptions to those with exceptional applications at a minimum age of 16.)
  - ii. Staff members must be hard workers that are willing to devote large amounts of time before, during and after the convention.
  - iii. Staff members must be able to attend Animaritime from the evening of Thursday, June 30 through Sunday, July 3, 2011.
- B. Participation:
  - i. Staff are required to respond to all convention e-mails in a timely manner.
  - ii. Staff are required to send activity reports to their department directors bi-weekly outlining the work they have done up to that point.(Note that even a report stating that nothing new has been done is valid if there was *really* nothing to do.)
  - iii. Staff are required to read the staff forum once a week to keep up on convention ongoing.
  - iv. Staff are required to stay for post convention clean-up on Sunday unless previously excused by their department director.
  - v. Staff members must attend all mandatory staff meetings unless able to provide their department with a valid excuse (illness, distance, etc).
  - vi. Staff members may be asked to do things outside of their job descriptions; for example, the event director may be asked to staff the registration desk, or the guest relations director may be asked to supervise the vendor room.
- C. Acceptable Behaviour:
  - i. Anytime the public may view a staff member as a representative of Animaritime prior to, during, or after the convention, that staff member is expected to conduct him or herself in a courteous and professional manner. This includes participation in any online forums, chat rooms, or blogs. Even if the staff member is not acting in an official capacity, others may

view him or her as a representative of Animaritime (especially if a staff position is indicated in some manner such as a staff T-shirt or forum signature).

- ii. When staffers are not on duty they are encouraged to enjoy the convention. However, staffing is a job that should be of the highest priority, meaning that staff will be unable to attend all events and should not expect to be able to attend any of the the panels. If there are panels or events that you would like to attend, notify your department director **in advance** and they will do what they can to grant your schedule requests, but **nothing is guaranteed**.
- iii. Staff members must not abuse the privilege of having a staff badge. This includes using the staff badge to access guests when it is outside their duties as a staff member or helping friends skip ahead in a line.
- iv. Staff badges must have the staffers real name and staff position showing.
- v. Staffers are not allowed to drink alcohol during their on duty hours, and if found to be under the influence may have their badge revoked and be removed from the convention.

D. Each staff position may have requirements of its own that are not listed above.

### **III. Confidentiality:**

A. Privacy and Non-Disclosure:

- i. Any conversations or information shared or conducted in a staff-only setting should be kept private and confidential from any non-staff member until such time that the convention is prepared to release the information to the public.
- ii. The personal information of staff and attendees should be kept confidential at all times. This information should never be shared with any third-party.

B. Conflict and Disagreement

- i. Staff members should not publicly express any disagreement with convention policy or position. Conflicts of this nature should be handled internally.

### **IV. Disciplinary Action:**

A. In the event that a staff member has demonstrated an inability to to preform their duties, the following disciplinary actions may be taken:

- i. First offense: Warning from department director.
- ii. Second offense: Warning from convention chair.
- iii. Third offense: Demotion of position.
- iv. Fourth offense: Removal from staff and loss of all staff privileges.

B. The convention chair may choose a harsher action depending on the situation.



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### Contact Information:

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province/Postal Code: \_\_\_\_\_

Phone #: \_\_\_\_ - \_\_\_\_ - \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Date of Birth (mm/dd/yyyy): \_\_\_\_\_

### Positions:

If applying for more than one position, please indicate which one is your first choice with a \* beside it.

#### **Programming:**

- Programming Director  Assistant Programming Director  Video Programming Manager
- Panel Programming Manager  Video Game Director  Board Game Director
- AMV Contest Manager  Karaoke Coordinator  Anime Improv Coordinator
- Anime Name That Tune Coordinator  Fanfiction Contest Manager  Masquerade Coordinator
- Green Room Manager  Masquerade Back Stage Manager  Masquerade Staff
- Auction Coordinator  Auction Staff  Anime Trivia Director  J-Idol Manager  Dance Manager
- Garage Sale Manager

#### **Guest Relations:**

- Guest Relations Director  Guest Relations Staff

#### **Art Department:**

- Art Director  Art Contest Manager  Artist Alley Manager  Artist Alley Staff

#### **Convention Operations:**

- Secretary  Accountant  Purchasing Manager  Head of Secure Operations
- Secure Operations Staff  Venue Coordinator  Registration Director  Registration Staff
- Info Desk Manager  Info Desk Staff  Volunteer Coordinator  General Staff
- Vendor Manager  Vendor Staff  Support Resource Manager

#### **Audio/Visual:**

- Technical Director  Masquerade Sound Technician  Dance Technician  A/V Staff

#### **Public Relations:**

- Public Relations Director  Advertising Staff  Support Staff  Publications Designer
- Copy Editor  Photographer  Forum Administrator

### Qualifications:

Please provide a cover letter that contains your qualifications for the position(s) you are applying for. Include any previous relevant experience (including volunteer/staff work at other conventions). If you have worked a previous convention, please include two reference we can contact if we have questions about your work abilities (Please include your reference's name, how they are affiliated with you, and their e-mail address or phone number.) or provide two letters of reference.

**Please fill in this form and send to:**  
[hiring@animaritime.org](mailto:hiring@animaritime.org)