

ANIMINITIME

Staffing Opportunities
<http://www.animinitime.org>

April 25, 2010 ~ Halifax, Nova Scotia | July 17, 2010 ~ Moncton, New Brunswick

Dear Potential Staffer:

Thank you for your interest in becoming a staffer for Animinitime 2010! Animinitime's dual one-day event format is a first for our group of dedicated recurrent staffers and we look forward to making both of these events as fun as our attendees as the annual Animaritime. Every year our events are run by talented, hard-working individuals who volunteer their time to make sure our events remain the best and brightest of their kind in the Maritime provinces. We are always looking for new individuals who are willing to offer their time and dedication and bring fresh experiences and ideas to our team.

All of our staff are chosen through an application process, in order to provide Animinitime with the best possible staffer for each of the available positions. We know there are a lot to choose from so take your time and read through all the information to see what you feel suits you best. If this is your first time staffing a convention, we recommend applying for general staff. If you don't feel you have the time to dedicate to being full-time staff, or if for some reason you aren't selected to be a staffer, Animinitime is always looking for volunteers. Volunteers who work hard throughout the event(s) will be considered first for staff positions for Animaritime 2011.

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 Animinitime 2010. We look forward to hearing from you!

Sincerely,



Lissa Pattillo
Animinitime 2010
Convention Chair
conchair@animinitime.org

ANIMINITIME

Staffing Information
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April 25, 2010 ~ Halifax, Nova Scotia | July 17, 2010 ~ Moncton, New Brunswick

Available Staff Positions:

Programming:

- * Showing Manager
- * Video Game Director
- * Board Game Director

- * Fanfiction Contest Manager
- * AMV Contest Manager
- * Auction Coordinator
 - Auction Staff

Programming Position Descriptions:

Showing Manager: Plans video showings during the convention, as well as acquiring screeners and permissions.

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 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. Is in charge of submissions and organizing AMV Judges.

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

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.

Guest Relations:

- * Guest Relations Director
 - Guest Relations Staff

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

Guest Relations Position Descriptions:

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

Art Department:

- * Art Contest Manager

- * Artist Alley Manager
 - Artist Alley Staff

Art Department Position Descriptions:

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.

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

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

Convention Operations:

- * Secretary
- * Head of Secure Operations
 - Secure Operations Staff
- * Registration Director
 - Registration Staff

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

Convention Operations Position Descriptions:

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.

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 event.

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).

Secretary: Takes notes at staff meetings, is responsible for sending meeting reminders via email, and maintains the mailing lists.

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 a wide variety of general tasks and covering vacant schedule slots.

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.

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

Audio/Visual:

× Technical Director

× 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 works with the venue coordinator to ensure the venue has all the necessary equipment.

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:

× Advertising Staff
× Support Staff

× Photographer
× Publications Designer

Public Relations Position Descriptions:

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.

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

Staff Rules and Guidelines:

I. Staffing Benefits:

- A. Free badge to both Animinitime 2010 events.
- B. Free Animinitime 2010 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 accommodations, 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 willing to devote large amounts of time before, during and after the convention.
- iii. Staff members must be able to attend the Animinitime event(s) and in-person planning from the day before to late night the day of the event.

B. Participation:

- i. Staff are required to respond to all convention e-mails in a timely manner.
- ii. Staff are required to read the staff forum once a week to keep up on convention on-goings.
- iii. Staff are required to stay for post convention clean-up unless previously excused by their department director.
- iv. Staff members must attend all mandatory staff meetings unless able to provide their department with a valid excuse (illness, distance, etc).
- v. 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 an Animinitime representative prior to, during, or after the convention, that staff member is expected to conduct themselves 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.
- 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 panels. If there are 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 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 will 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 perform their duties, the following disciplinary actions may be taken:

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

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

ANIMINITIME

Staffing Application
<http://www.animinitime.org>

April 25, 2010 ~ Halifax, Nova Scotia | July 17, 2010 ~ Moncton, New Brunswick

Contact Information:

Full Name: _____ Date of Birth (mm/dd/yy): _____

Address: _____

City: _____ Province/Postal Code: _____

Phone #: (____) - ____ - _____ E-mail Address: _____

Animinitime Event Preference:

If willing to staff both conventions, please indicate by checking both boxes.

Halifax, Nova Scotia (April 25, 2010) Moncton, New Brunswick (July 17, 2010)

Positions:

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

Programming:

- Showings Manager Video Game Director Board Game Director
 AMV Contest Manager Fanfiction Contest Manager Auction Coordinator Auction Staff

Guest Relations:

- Guest Relations Director Guest Relations Staff

Art Department:

- Art Contest Manager Artist Alley Manager Artist Alley Staff

Convention Operations:

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

Audio/Visual:

- Technical Director A/V Staff

Public Relations:

- Advertising Staff Support Staff Publications Designer Photographer

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 references we can contact if we have questions about your work abilities including their name, affiliation to you, and contact information, or provide two letters of reference.

Please fill in this form and send to:
hiring@animinitime.org