

# Denver Pop Culture Con – Areas of Interest Descriptions

You will be assigned to a single team based on one of the three areas of interest you select on your application and the needs of the teams indicated. Please contact us if you would like to change teams.

## GENERAL VOLUNTEER OPPORTUNITIES

The bulk of Denver Pop Culture Con's workforce is made up of general volunteers at the convention itself. Work areas include (but are not limited to):

- **Exhibition Floor**

- Exhibitor Services:

- The Exhibitor Services team is the primary point of contact for exhibitors on the show floor.
    - Exhibitors consist of artists, game developers, authors, and merchants who sell their product/items on the show floor.
    - The Exhibitor Services team helps answer questions and assist exhibitors during the show with show policies, procedures, check-in, load-in, and load-out.
    - The Exhibitor Services team acts as a hub of information to aid exhibitors in having a successful show.
    - Exhibitor Services volunteers staff the Exhibitor Services Booths, walk the show floor, and communicate information back to the Exhibitor Services team leaders. As needed, the Exhibitor Services team may help with projects assigned by the Exhibitor Services Manager.

- Floor Operations:

- Engage with attendees and vendors to guide to points of interest, see the show in the eyes of an attendee!
    - Oversee congestion areas to help facilitate routing and safe passage for attendees.
    - Observe vendors for policy violations and report to show management.
    - Direct traffic for entry in the morning to the show floor with a smile!
    - Be ready to adjust on the fly to help other departments with crowd control.
    - Assist with Partner Group Load-in / Load-out.

- Internal Communications Team

- Oversee the radio traffic during the convention.
    - Direct radio communications to the proper groups.
    - Facilitate the coordination of communication throughout the convention center.

- **Front of House**

- FoH volunteers help attendees in several different areas. A FoH volunteer may be asked to do any and/or all of the following:

- Help regulate the flow of foot traffic inside and outside of the convention center to ensure attendees know where they want to go.
    - Assist with badge exchange at Registration.
    - Assist attendees with information about the convention including the schedule, directions, and lost & found.
    - Help with offering directions and distributing program guides.
    - Assist ADA team getting attendees to seats; assisting ADA with any specific concerns or needs.
    - Screening general attendee questions for guest panels in Captain Colorado and Night Lynx stage areas.
    - Assisting attendees with questions they have regarding the panels.
    - Clearing and maintaining Captain Colorado and Night Lynx stages during panels.

- **Guest Services**

All guest services positions require some flexibility and light training for all three main areas; you may be asked to help in other areas of the department based on temporary need.

- Artist Valley: This team works with invited guest artists and comics publishers on the show floor to make sure their questions and concerns are addressed as well as assisting with line management as needed. This is a good area to work for anyone who wants to be around comics, comic creators, or comic publishers.
- Author Alley: This team works with invited guest authors and publishers on the show floor to make sure their questions and concerns are addressed as well as assisting with line management as needed. Anyone who wants to be around authors, books, and book publishers this is the spot for you.
- Celebrity Summit and Reel Heroes Filmmaker Series: Celebrity Summit and RHFS volunteers manage lines while attendees wait to meet and greet their favorite film and television celebrities, as well as managing lines for Epic Photo Ops.

- **Merchandise Booth**

- When attendees are looking for the fun merchandise to show off their time at Denver Pop Culture Con they head to the Merch Booth. Volunteers help sell Denver Pop Culture Con branded items and Con exclusives.

- **Kids' Lab**

- Working in the Pop Culture Classroom Kids' Lab is an opportunity to help families have a Con experience unique to Denver Pop Culture Con. You might be assisting with crafts, supporting educational activities, or helping with special guests on the Kids' Lab stages.

- **Programming/Panels**

- Art Auction: Volunteers in this area assist with the annual Art Auction, both prior to and during the event on Sunday afternoon. This includes promoting the event with attendees, assisting with art collection on Friday and Saturday, cataloging auction items, setting up the auction room, transporting auction items, and assisting during the entirety of the event (running items, cataloging sale information, helping attendees, etc.).
- Costuming/Cosplay: Volunteers in this area assist with the primary cosplay/costuming event. This includes promoting the event with attendees, assisting with cosplay event registration on Friday and Saturday, directing participants prior to the event (helping them line up, find their assigned location(s), etc.), assisting during the entirety of the event (direct participants backstage, help participants on and off stage, etc.).
- Programming/Panel Rooms: Volunteers in this area assist with the over 700 hours of unique, educational programming provided during every convention. Panel topics range from Q&As with authors and comic creators to presentations by NASA scientists on the plants on Star Wars. Programming panels are divided into tracks (Education, Authors, Sci-Fi, Fantasy & Gaming, Art Workshops & Demo, Comics, Reel Heroes Filmmakers Series, Costuming & Cosplay) and volunteers can choose to stay within a particular content area or move between areas. These volunteers are responsible for maintaining their assigned panel rooms, assisting panelists, and ensuring programming runs smoothly.

- **Volunteer Services**

- Volunteer Services Desk: Where all volunteers start their Denver Pop Culture Con experience. Volunteer Services volunteers check-in volunteers, advise volunteers how to get where they will be working, and distribute volunteer credentials, shirts, and SWAG.
- Floating Volunteers: Assist throughout all areas of the convention when there is a need for additional volunteers. This is a great position if you want to try out different roles and areas throughout the convention.

- **\*Pre-Con Events**

- Volunteers assist throughout the year at special events organized by Denver Pop Culture Con and Pop Culture Classroom.

- **\*Load-in and Load-out**

- Load-in: Volunteers help prepare the many areas of the convention. Load-in occurs the two days before the Con.
- Load-out: Volunteers help pack each of the many areas of the convention. Load-out happens late afternoon on the last day of the Con and is usually handled by the last shift in each area. Some work may continue the day after the convention.

- **\*Corporate Groups**

- Select this group if your company is volunteering as a group. We will add your account to your corporate group's team. If you would like to also volunteer as an individual outside your group's designated time please select up to three teams above. Please see the Corporate Group section on our website.

## ADDITIONAL VOLUNTEER OPPORTUNITIES

Some roles require special skills, a greater commitment, and an application process. These positions require that you are available all day for all three days of the con. Examples of these are noted below. If you would like to play a greater role in Denver Pop Culture Con please see the open positions listed on our website.

- **Guest Services Crew**
  - Handle the more specialized roles in the Summit such as working with our invited guests, including artists, authors, and celebrities. This position may include temporary transfers to other departments during high need (e.g., helping in the queue hall with daily entry, or assisting in the programming department).
- **Digital Media**
  - Record the happenings around Denver Pop Culture Con. These are our photographers, videographers and video editors.
- **Social Media**
  - Coordinate the social media presence and response throughout the year and during the convention. This may include monitoring and/or moderating social media spaces, answering attendee questions, posting relevant materials, and directing people from social media to proper help locations, like ticketing and info email addresses. Requires training and some scheduling, particularly at peak time, which is 4-6 weeks before DPCC and including DPCC, and 2-3 before RPCC and including RPCC.
- **Volunteer Services Crew**
  - Timekeeping and Liaisons: Assist with the tracking of all our volunteers' time so we can accurately report the hours towards grants and better plan our volunteer needs.
  - Volunteer Care: Ensure our volunteers at all levels are doing well. Help providing breaks, checking on volunteer health and happiness, and verify that volunteers have the resources they need to succeed.
- **Denver Pop Culture Con Leadership**
  - Leadership team members commit huge amounts of time, anywhere from two months to year-around, working to plan the big event. We always have our eyes open for volunteers who excel in their given duties and show potential to handle the huge responsibility involved at this level.

## CONTRACTED ROLES

While we would love to utilize all the skills of our volunteers there are some areas that we contract out and cannot use volunteers. These areas include: ADA Services, Audio/Video, Medical, and Security.