FUR-EH! STAFF ROLE

Programming Assistant

Events · Volunteer role (unpaid)

Open position

REPORTS TO
Programming Lead

DIRECT REPORTS
None

WORKS CLOSELY WITH
Main Events, AV, Health & Safety, MarComm

TIME COMMITMENT
About 10 hrs scheduled at the con, plus about 6 hrs/week during spring scheduling

About the role

Fur-Eh! runs well over a hundred panels and events across two hotels. You help keep them on schedule, in the right rooms and safe, so panelists can focus on their panel and attendees on having fun. We're looking for 4 or 5 assistants.

Where: mostly online through Teams, plus the con weekend in Edmonton. **All staff** sign the staff NDA and follow the Fur-Eh! Code of Conduct.

What you'll do

- Help the Programming Lead schedule panels and avoid clashes with main events
- Check that the schedule matches the website, ConBook and social posts
- Open panel rooms, check them before each slot and help panelists get set up
- Keep panels on time and clear rooms so the next one starts on schedule
- Handle room changes and swaps, and make sure attendees hear about them
- Check badges and ID at the door of 18+ panels
- Track attendance at each panel and record it electronically for future planning
- Pass AV problems to AV and safety concerns to Health & Safety

Key dates

Winter - spring
Panel applications reviewed and scheduled

Before the con
Schedule checked against website and ConBook

Con weekend
Room shifts and 18+ door checks

What you'll need

- 18 or older
- Punctual, and comfortable keeping others on time
- Friendly but firm when checking ID
- Comfortable with schedules and spreadsheets

Tools & access

- @fureh.ca email account
- Microsoft Teams
- Staff radio at the con
- Panel schedule and application forms

Perks & recognition

Free Fur-Eh! registration · Free staff t-shirt · Staff Lounge access · Staff appreciation dinner · Annual staff-appreciation gifts

SCAN TO APPLY