

NCAS Help Wanted

An Application process is in place for new Staff Volunteers (new Applicants please visit [here](#)), however existing Staff members wishing to branch out or switch Departments have a less strenuous process!

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Member of Charity Relations

Our Charity Relations department is responsible for sourcing, vetting, and working with charities to ensure that our members have a way to give back during events. We are looking for someone to head the charity relations department.

Responsibilities include:

- Vetting potential partner charities to ensure they align with NCAS values.
- Contacting charities on behalf of NCAS and managing the business relationship with the charity.
- Coordinating the other members of the charity department.

Applicants Must:

- Be able to work ~5 hours/month on average outside of events. This may increase during months where the charity department is actively investigating new potential charities.
- Be able to attend large in-person events held by NCAS like Bewhiskered and Blue Ridge Furfare for the duration of the event.
- Be comfortable contacting other organizations and representing NCAS as a business.
- Have good organization and communication skills.

Members of Safety

Our security department is responsible for ensuring that attendees enjoy themselves at our events while remaining safe. We are currently a small crew and are looking for additional members dedicated to improving attendee experience. Members will be responsible for:

- Working to fulfill the needs of the department. This includes any pre-event planning, as well as lending a hand during events.
- Proactively planning for events. Examples include:
 - Working with other departments to define entrances and exits to event spaces.
 - Coordinating with other department members to create a staff schedule for events.
 - Brainstorming and/or proposing projects for the department to work on that will further the goals of NCAS.
- Attending regular department meetings to stay up to date on the current status of department projects.
- Working on tasks, and asking if there are any questions related to the requirements or deadlines.
- Enforcing the code(s) of conduct at NCAS events.
- Performing customer forward facing tasks such as tending to attendees questions and concerns, de-escalation, and crowd control during events.

Applicants Must:

- Have a recommendation.
- Be able to work ~10 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.
- Be able to attend large in-person events held by NCAS (like Bewhiskered) for the duration of the event.

Nice to Have:

- Relevant training or experience with security in a professional capacity or at another convention.
- Relevant management experience in a professional capacity or at another convention.

Members of Volunteering

Our volunteering department is responsible for coordinating event-based volunteers at our conventions. You will be responsible for:

- Working to fulfill the needs of the department. This includes any pre-event planning, as well as lending a hand during events.
- Communicating with volunteers via Telegram or Email
- Onboard and offboard Volunteers
- Interfacing with and organizing volunteers before, at, and after an event.

Applicants Must:

- Be able to work ~2 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.
- Be able to attend large in-person events held by NCAS for the duration of the event.

Nice to Have:

- Previous experience working with groups of people.

Members of Dynamic Visuals Department (DVD)

Responsible for the production of photography and videography projects for the organization. Manages and designs the photo room at the conventions, sources or takes photos and videos for promotional media, captures video and photos of NCAS events. Works heavily with marketing and events. Advises the organization on any photography and videography projects.

Members will be responsible for:

- Working with the staff and volunteer members of the department to fulfill the directive and duties of the department both proactively and at the request of department, division, or higher organization leadership.
- Adhere to and uphold all relevant Policies and Codes of Conduct to your position.
- Managing and working with the staff and volunteer members of the department to handle the following duties. (Included but not limited to)
 - a. Advising other departments on the use of video/photo based media in their projects
 - b. Planning, proposing, and executing the production of video/photo based media content as needed by the other departments
 - c. Staying apprised of current trends and technologies in the videography industry and other organizations to ensure we are competitive and unique in our media production.

Applicants Must:

- Be willing to send in a portfolio of their photography/video work
- Be available to attend meetings for the department when necessary
- Be able to attend some of the conventions/events to help staff on-site

Members of Programming

Programming is responsible for researching, vetting, and developing a schedule of activities for the conventions. The department shall be responsible for hosting activities and working with activity hosts to ensure the quality of activities.

Members will be responsible for:

- Working with the staff and volunteer members of the Programming department to fulfill the directive and duties of the department both proactively and at the request of department, division, or higher organization leadership.
- Adhering to and upholding all relevant Policies and Codes of Conduct to your position.
- Handling activity scheduling and catering to activity hosts' needs
- Developing schedules of activities for conventions
- Vetting activities suggested by volunteers, attendees, and outside presenters
- Developing and running activity content for main event spaces
- Managing main event spaces and panel rooms

Applicants Must:

- Attend the Programming meetings that vary in frequency depending on work needed
- Be able to attend some of the conventions/events to help staff on-site

Members of Fursuiting Assistance

Fursuiting assistance shall aid the entertainment division on all needs for fursuiters and fursuiting for events, panels, headless lounge, theming, etc. The department shall assist attendees with fursuit based needs when not in conflict with vendors and work with Marketing and PR in consideration of fursuit related promotions and marketing.

Members will be responsible for:

- Working with the staff and volunteer members of the department to fulfill the directive and duties of the department both proactively and at the request of department, division, or higher organization leadership.
- Adhere to and uphold all relevant Policies and Codes of Conduct to your position.
- Helps plan and run the fursuiting aspects of the events
- Develop a schedule of activities for an event
- Manage fursuiting spaces at events
- Be able to look at things NCAS does through the “eyes” of a fursuiter

Applicants Must:

- Attend the meetings and participate in chat discussions that vary in frequency depending on work needed
- Be able to attend some of the conventions/events to help staff on-site
- Have experience fursuiting and their needs

Members of Medical and Emergency

Members of Medical and Emergency are responsible for establishing best practice policies for handling a comprehensive spectrum of illness and injury related situations that may occur during a NCAS sponsored convention or event. These individuals also comprise the primary response team for such incidents on site, operating within the policies established by medical direction, and in compliance with state and local regulations.

Members responsibilities include:

- Working with the staff and volunteer members of the department to fulfill the directive and duties of the department both proactively and at the request of department, division, or higher organization leadership.
- Adhere to and uphold all relevant Policies and Codes of Conduct to your position.
- Cooperation with relevant department staff to compose necessary emergency action plans and procedures prior to an event that are optimized to suit the specific event or venue in question.
- Cross training other staff and volunteers as necessary in first aid and basic life support interventions, as well as familiarizing others with applicable medical policies and procedures.

Applicants Must:

- Attend preplanning meetings and complete all assigned training prior to the start of the event/convention.
- Be able to attend some of the conventions/events.
- Remain vigilant during assigned watch shifts at events and respond promptly to a wide array of unique or potentially stressful situations.
- Maintain a professional and compassionate affect under pressure.

Preferred Qualifications:

- EMT-B or higher credential with relevant experience.

Members of Convention Operations

Convention Operations is responsible for acting as the control center of larger events. The department shall track and assign equipment to volunteers, operate as a communications hub, compile and monitor the event master schedule, and hold items for lost and found.

Members will be responsible for:

- Be comfortable coordinating with multiple departments
- Be able to assist with inventory, packing, load-in, and load-out in addition to events.
- Be able to work ~5 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.
- Be able to attend large in-person events held by NCAS (like Bewhiskered) for the duration of the event.

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed
- Be able to attend some of the conventions/events to help staff on-site

Members of Community Events

Community Events is responsible for acting as the main hub of small events around NC either partnered with or hosted by NCAS. The department helps plan and runs the meet ups.

Members will be responsible for:

- Be comfortable coordinating with multiple departments
- Be able to assist with inventory, packing, load-in, and load-out in addition to events.
- Be able to work ~5 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.
- Be able to host small in-person events held by NCAS around NC.

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed
- Be able to attend some of the events to help staff on-site

Members of Registration

Registration is responsible for planning, maintaining, and running the entire registration process before and during the convention. This includes helping run the registration desk during the conventions and at smaller events.

Members will be responsible for:

- Running the entire registration process
- Be able to help check in attendees
- Be able to work ~5 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed

Members of Venue Relations

Venue Relations is responsible for being the main point of contact to venues on behalf of NCAS. This includes finding new venues, maintaining current venue relationships, and being the NCAS liaison for our hotels.

Members will be responsible for:

- Point of contact with venues
- Relay concerns between the venues and event teams
- Work with multiple departments to prepare room layouts and schedules
- Be able to work ~10 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed
- Be professional and personable

Members of Vetting

Vetting is responsible for researching all individuals and entities that NCAS interacts with. This can include potential panelists, dealers, charities, GOH, ect. They will give suggestions to other departments on if they should proceed.

Members will be responsible for:

- Researching individuals and entities that will work with NCAS
- Working with other departments to process their requests
- Comfortable handling PII and looking up information on others
- Be able to work ~5 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed
- Be impartial but informed

Members of Moderation

They work to keep our online spaces safe and welcoming for all. Mainly monitoring our various Telegram chats and occasionally other online spaces as events need.

Members will be responsible for:

- Helping watch over our Telegram chats
- Looking over our chat rules and keeping them up to date
- Making decisions on problems that arise and vote on the outcomes

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed
- Be active in the Telegram chats

Members of Dealer Relations

Dealer relations is responsible for prospecting, curating, and managing the Dealer Den. The department shall be the point of contact for all dealers and work with the venue relations to plan and implement adequate space for needs.

Members will be responsible for:

- Manages any entity making sales at the venue during an event.
- Main point of contact and advocate for dealers.
- Work with Venue Relations Department to plan and implement adequate space for vendor needs

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed
- Be active in the Telegram chats

Members of Merchandising and Con-Store

Merchandising is responsible for brainstorming and ordering all of the products that NCAS creates. This includes items that will be sold at both of the conventions con-store and smaller products made through the year. Along with helping staff the con-store.

Members will be responsible for:

- Be comfortable coordinating with multiple departments
- Be able to assist with inventory, packing, load-in, and load-out in addition to events.
- Be able to work ~5 hours/month outside of events. This is a rough estimate, as our work varies based on the events that NCAS is running. Some months may require more or less time.
- Be passionate about custom products

Applicants Must:

- Attend the meetings that vary in frequency depending on work needed
- Be able to attend some of the events to help staff on-site
- Be able to help out in the Con-Store at the conventions