

## **Show Guests Manager (4-6 hours per week)**

**Are you good at organising, do you have excellent communication and people skills and would you like to contribute to the My Little Pony community? Do you want to gain experience in planning and managing contacts? Then apply to this role and become a part of our Hearth's Warming Con Operations!**

For Hearth's Warming Con 2020 we are looking for two guests managers; one to handle show guests such as show writers and voice actors and one to handle community guests such as artists and musicians. As Show Guests Manager, you will be in charge of finding suitable candidates to fill the show guest roster, keeping correspondence with show guests, plan travel and accommodation as well as making sure they have a good time at the convention. For this role it is important to keep a professional conduct, liaise between organisers and show guests and be attentive to the needs of the show guests. The guests managers will be working closely with the events managers to coordinate between guests and their related events.

### **Required/Desirable Skills**

- Experience as a volunteer or in services.
- Fluent in English, both spoken and written.
- Proactive and reliable team player.
- Good communication skills.
- Preferably have experience in organising events.

### **Rewards**

- Event planning experience
- Free access to the convention
- Free staffer T-shirt
- Free meals during the convention
- New friends and fun experiences!
- Something to add to your CV

**Do you want to apply for this position?** Please send us your resume and cover letter to: Diederik van der Heijden; [d.vanderheijden@hwcon.nl](mailto:d.vanderheijden@hwcon.nl) Questions are also welcome!