

Director of Programming for Cosplay and Talent Experiences

(Reports to Show Runner or Executive Director)

Operational Parameters & Management Scope – Volunteer Position –

1. Core Departments Managed

This director oversees all content-driven experiences that occur *on-stage, in rooms, or on the floor* — essentially, everything that is attendee-facing for guests, including themes and programmed events (not sales, vendor-based, tournament-based, or arcade-based).

Department	Description	Sub-Leads / Key Roles
Artists & Guest Signings	Manage guest artists, autograph schedules, and table layouts in “Artist Alley” and designated signing zones.	Artist Coordinator, Guest Liaison
Workshops & Panels	Oversee scheduling, submissions, and room assignments for interactive sessions and educational content.	Workshop Manager, Panel Host
Cosplay Programming	Manage all cosplay activities, including competitions, parades, judging, and photo opportunities.	Cosplay Lead, Stage Manager
Special Events & Stage Shows	Oversee live performances and themed entertainment (e.g., Opening Ceremonies, Cosplay Awards, etc.)	Event Coordinator, AV Liaison

2. Decision Authority Parameters

This person has **creative and operational control** within the following boundaries:

Area	Authority Level	Notes
Guest & Artist Booking	Can recommend and invite guests, but all contracts and payments must be approved by the Executive Director.	Works with Finance & Marketing for publicity timelines.
Programming Schedule	Full authority to build and finalize workshop/panel schedules before publishing.	Must coordinate with the show runner for room conflicts.

Area	Authority Level	Notes
Cosplay Rules & Judging Criteria	Authority to set and approve competition categories and prize structures.	Must submit final plan for show approval 30 days pre-show.
Event Content	Authority to greenlight content proposals fitting mission and code of conduct.	Must reject or escalate any sensitive or controversial content.
Volunteer Assignments	Can request and direct volunteer support within assigned areas.	Works with Volunteer Coordinator for scheduling.

3. Performance & Success Metrics

Each festival year, this role is evaluated on measurable outcomes related to **program quality**, **guest satisfaction**, and **logistical execution**:

Metric	Target Example	Source
Total Panels / Workshops Held	40–60 unique sessions	Backstage Scheduler / Zoho Backstage
Average Attendee Satisfaction (Programming)	90% positive rating	Post-event survey
Cosplay Contest Participation	+20% increase year-over-year	Registration system
Artist Guest Retention / Rebooking	75% return rate or positive feedback	Guest survey & rebooking forms
Zero “Late Cancel” Rate for Stages	100% adherence to final schedule	Ops & Stage reports

4. Pre-Event Planning Milestones

Timeline	Milestone	Deliverable
Jan 2026	Open programming submissions and guest invitations	Launch forms & outreach templates
Feb 21st 2026	Draft event grid and preliminary panel lineup	Version 1 of schedule
March 1st 2026	Finalize all stage and workshop bookings	Locked grid sent to Marketing
June 15th 2026	Publish public schedule and finalize signage	Content approved by Marketing
Event Week	On-site coordination, issue resolution, and post-event wrap	Daily ops reports

5. Interdepartmental Interfaces

This director collaborates across departments to ensure cohesive festival execution:

- **With Operations Director:** Space layouts, room capacities, AV needs, and stage setups.
- **With Marketing Director:** Publicity materials, guest reveals, social media announcements.
- **With Vendor Relations:** Schedule awareness to avoid conflict with sales floor events.
- **With Volunteer Coordinator:** Staffing for panel rooms, cosplay registration, and greenroom support.
- **With Finance Director:** Guest reimbursements, travel, and prize budgeting.

6. Out-of-Scope Boundaries

To avoid overlap or confusion:

- No direct control over **vendor booth placement or sales agreements**
- No involvement in **security, ticketing, or financial processing**
- Cannot **approve new sponsorships or advertising deals**
- Cannot **alter published marketing materials** without coordination
- Not responsible for **venue contracts or insurance compliance**

7. Documentation & Reporting

- Must maintain a **Programming Master Sheet** (Zoho / Excel) tracking all panels, guests, and schedules
- Submit **quarterly reports** to the Executive Director
- Complete a **Post-Event Review Packet** (attendance metrics, successes, recommendations)
