

Peterborough New Horizons Bands
Concert Managers Job Description
February 2019

Purpose:

The purpose of the Concert Managers position is to organize the two concerts put on by PNHB each year around the beginning of December and the beginning of June.

Because of the amount of work involved, there will be two people sharing the position, each with a fee waiver.

Responsibilities:

Working under the guidance of the Board of Directors, the Concert Managers will:

- Arrange for the rental of the venue as soon as possible after the date of the concert is set.
- Coordinate the activities of putting together the program (arranging for cover art, advertising sales, program notes, etc.)
- Coordinate the printing and distribution of tickets and collection of funds from ticket sales.
- Secure an MC for the concert.
- Coordinate the set up for the concert itself:
 - Coordinate with staff at the venue ahead of the concert date.
 - Coordinate the rental of a moving van with a qualified volunteer driver.
 - Coordinate the moving and set up of the percussion equipment.
 - Set up the stage under the direction of one of the conductors.
 - Arrange for Green Band to do a final rehearsal at the venue after set up.
 - Set up the warm up rooms.
 - Set up whatever tables and chairs are needed in the lobby for displays, ensemble, ticket takers, etc.
 - Arrange for ticket takers, entertainment, etc.
- Coordinate the take down of the venue:
 - Replace tables, chairs, etc.
 - Remove any signage and other garbage.
 - Check for any items left behind by members
 - Coordinate return of equipment to Living Hope Church and return of rental truck.