



PETERBOROUGH NEW HORIZONS BANDS

Position Descriptions: Concert Committee

Date Issued: 2024 July 4

Brief Description:

This document explains these positions that make up the Concert Committee,

- Concert Manager / committee chair
- Advertising coordinator.
- A Concert program creator.
- A Ticket sales coordinator.
- An Artist (optional)
- A Moving of equipment coordinator.
- A Stage coordinator.
- A Box Office coordinator.

Skills Required:

Emailing. Organizational skills.

Responsibilities:

All:

Follow the Financial Controls policy regarding making purchases and reimbursements.

References to the A/R Coordinator could be them, the Treasurer or another delegate.

Concert Manager / Committee chair:

- Recruit a Master of Ceremony and keep them informed of what is to be said.
- If there is no Artist, find a picture to use.
- With the committee decide on a theme.
- Be the backup or perform the role for the positions below not filled.
- Create plan and track progress of the plan (See sample Concert Plans, for timing and the steps required).
- Have regular meetings with Concert Committee to discuss plans, get status updates, make decisions.
- Send Concert Committee status emails.
- Assist the BOD and a Conductor with venue selection, for stage and warm up rooms.
- Work with the BOD on,
 - Selecting a date for the performance.
 - If and who will be the concert beneficiary and who the BOD liaison for that beneficiary is
 - Needed contracts and insurance certificates for the venue being used
 - Booking the venue and down payment.
 - Getting suggestions and booking of non PNHB performers.



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Advertising coordinator:

- Track the advertisements and funds, to ensure all are gathered before the performance.
- Recruit helpers to talk to businesses for advertisements.
- Provide information and forms needed.
- Work with Webmaster, Communication Manager and Publicity Committee to advertise getting advertisements.

Concert program coordinator:

- Create concert poster using the picture supplied and the approved theme. Give to the Publicity Committee, Webmaster and Communications Manager the poster to use for advertising on the various medias.
- Coordinate with the businesses who are advertising to get advertisements and funds.
- Give the funds to the A/R Coordinator.
- Keep the A/R Coordinator and Advertising Coordinator informed of businesses dealt with, so funds and advertisers tracked are balanced (eg. nobody missed, the correct amount of funds provided, the correct size is used, all funds received etc.)
- Coordinate with the main concert band conductors to get program notes, list of pieces performing and order of bands.
- Work with the Communication Manager to get a list of names in each band.
- Design concert program.
- Work with the printer and get copies printed.
- Provide copies of the program to the Box Office coordinator.

Ticket sales coordinator:

- Design and print tickets.
- With the Band Representatives or an alternate, coordinate distribution of tickets and collection of tickets and funds before the performance.
- Give the funds to the A/R Coordinator.
- The week before the concert, give the tickets not sold to the Box Office Coordinator.

An Artist (optional):

Create themed picture for the front cover of the program and advertisement.

Moving of equipment coordinator:

- Work with the conductors to get a list of what percussion items are needed to move.
- Coordinate timing of moving the equipment with both locations.
- Book movers.
- Recruit and coordinate the moving crew helpers.
- Check nothing left at the venue at the end of the move.

Stage coordinator:

- Work with the venue to ensure stage and sound needs are addressed.
- Work with an assigned Conductor on stage set up and flow.
- Recruit and coordinate the stage usher helpers.
- Recruit and coordinate video and photographer helpers.



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- Purchase items needed for the stage.

Box Office coordinator:

- Gather items needed to sell tickets and distribute programs.
- Recruit and coordinate 3-4 helpers.
- Get a float from the A/R Coordinator.
- Set up whatever tables and chairs are needed in the lobby for displays, ensemble, ticket takers, etc.
- At the end of the concert
 - give the funds to the A/R Coordinator.
 - Put things away and gather up all items.
 - Remove any signage and other garbage.
 - Check for any items left behind by members

Date Approved: July 4/2024

Signed: *Judrey Keefe*
PNHB President

Signed: *Bev Murphy*
PNHB Board Secretary

Revision History:

Date	Description	Who
2024 July 4	Put in standard format. Review and update. Added a lot more information.	Bev Murphy
2011 May	original	