

# Cawthorne Choral Society

## Role Description: CONCERT SECRETARY

### PURPOSE

To assist the Chair and committee in the coordination of activities required to achieve the objects of the Society as set out in its Constitution document.

To plan and ensure implementation of actions required for staging of concerts by the Society liaising with other committee members and the Musical Director where appropriate. To be responsible for logistical arrangements and non-musical issues on the day and to divert any non-musical issues away from the MD.

### KEY RESPONSIBILITIES

1. To ensure that suitable venues are available on dates required for performances and booked by the Secretary.
2. To ensure that guest soloists and other musicians required in concerts are available and booked by the Secretary.
3. To ensure that soloists are sent and sign contracts.
4. To make arrangement for any pre-concert hospitality or changing facilities required by soloists.
5. To ascertain concert performer numbers (choir, guest performers, soloists, musicians) and define stage plan and seating arrangements in liaison with MD .
6. To ensure that any equipment required is transported and set up at the venue.
7. To make suitable arrangements for refreshments at concerts including any specific requirements for soloists.
8. To communicate with choir members prior to performances on matters such as choir dress code, stage protocol, entry/exit procedures.
9. To ensure that any Health and Safety requirements including procedures in case of fire are communicated to choir members and audience.
10. To liaise with Publicity and Ticket Secretaries regarding facilities for ticket sales on the door, programme sales, reserved seats and wheelchairs, and any special staging arrangements.
11. To make arrangements for presentation bouquets and/or gifts.