

Civic Orchestra of Victoria

Concert Manager – Roles and Responsibilities

Summary

The Concert Manager is an integral part of the Civic Orchestra of Victoria's operations, coordinating and managing a variety of tasks related to concerts throughout the season. Communication and organizational skills lend well to this role, as the Concert Manager must work with stakeholders and ensure specific tasks are completed within recommended timelines. The Concert Manager will receive a stipend on a concert-by-concert basis.

Volunteers

- Coordinating and managing volunteers at concerts (Ushers, ticket takers, etc.).
- Recruiting of concert volunteers and managing of orchestra concert volunteer listing.
- Confirming volunteers understand and complete their roles in a timely manner.
- Ensuring concert arrangements have been made for volunteers in coordination with venue manager at least one week before concert date.

Tickets

- Assisting with distribution of tickets to vendors around Victoria.
- Tracking of ticket sales before each concert and communicating with the Board.
- Collecting ticket envelopes and revenues after each concert from concert venue and local vendors, remitting to Treasurer in a timely manner.

Concert

- Arriving at concert venue one hour before each concert to assist with setup and resolve any issues.
- Coordinating refreshments (drinks and snacks) for musicians backstage.
- Arranging concession for audience at certain concerts during season.
- When applicable, arranging for flowers and/or gifts for soloists:
 - o Ordering and ensuring pickup of flowers and/or gifts before concerts.
 - o Coordinating handing out of flowers and/or gifts at concerts.
- Coordinating with Music Director and/or Treasurer to distribute stipends at concerts to soloists.
- Assisting with take down of equipment after concert.

Assist Other Personnel

- Publicity Manager: promotion of concerts through posters, flyers, handouts, and other advertisements.
- Music Director & Personnel Manager: arranging for extra and replacement musicians, as required.
- Stage Manager: assisting with venue-related matters.
- Board: attending some board meetings to present reports on concert-related matters (tickets, volunteers, venue).

Various Tasks

- Attending at least one rehearsal per concert cycle to distribute tickets for member resale and posters.
- Attending dress rehearsal to familiarize oneself with venue, setup, and handle any last-minute items.
- If unable to perform duties for a concert/rehearsal, plan for replacement and promptly notify the President.