



Concert Coordinator Role

The Concert Coordinator is an integral part of the Civic Orchestra of Victoria's operations, coordinating various tasks related to concerts throughout the season. Communication and organizational skills lend well to this role, as the Concert Coordinator must work with various stakeholders and ensure specific tasks are completed within recommended timelines.

Experience is not necessary for someone with the appropriate skill set, and training will be provided.

Tasks:

Concert Coordination

- Coordinate with venue manager well in advance of each concert to ensure rental permits are in place and Orchestra's performance requirements are met.
- Attend dress rehearsal, arriving well in advance of rehearsal start time to ensure smooth communication between venue personnel, Stage Manager and Orchestra.
- Attend concert, arriving up to two hours in advance of concert to coordinate front of house tasks including ticket sales, ticket taking, handing out of programs, opening of house, etc.
- Arrange for refreshments at intermissions (when applicable).
- Arrange for flowers and/or gifts for soloists (when applicable).
- Coordinate with Treasurer to distribute stipends at concerts.
- Assist with clean up after concerts and coordinate volunteers to help with clean up.

Volunteer Coordination

- Assist with recruitment of volunteers and manage volunteer contact lists.
- Coordinate volunteers for concerts (front of house duties, ticket sales, etc).

Assistance to Other Team Members

- Assist Stage Manager with any venue-related communications and concerns, as they arise.
- Assist Publicity Coordinator with set up of online ticket sales using Eventbrite (as time permits).
- Assist Publicity Coordinator with promotion of concerts (as time permits).

The Concert Coordinator will also stay in close communication with the Board and attend some (not all) Board meetings to provide reports on concert-related matters.