



## **Choir Concert Secretary Role**

### Main purposes of job

The postholder is responsible for the arrangement and organisation of concerts

### Key tasks

Developing and responding to contacts about concerts

Prepare the schedule of concerts, both local and further afield

Sourcing guest artists for joint concerts

Coordinating with other choir members when overseas or distant tours are planned

Visiting venues to ascertain suitability, initially before booking and then with other appropriate officers before concert

Liaise with choir publicity officers over preparation of annual and concert specific publicity material and concert programmes

Publicise concerts on other media and on-line ticketing

Liaise with staging and transport officers

Prepare Event Form for choir members

Act as main coordinator at concert events

Complete concert follow-up administration, including liaising with Treasurer

Maintaining close liaison with the Choir Secretary