

Cochrane Valley Folk Club – Detailed Job Descriptions

Executive Committee Positions

Position Title	2011-12 Season
Artistic Director / President	Brian FitzGerald
Secretary	
Treasurer	Carolyn FitzGerald
Vice President	Celine Orioux
Director at Large	Bruce Pettigrew
Volunteer Coordinator	Debbie Brock
Sponsors & Grants Coordinator	
Promotion & Publicity Coordinator	Brian FitzGerald
Tickets & Sales Coordinator	Brian FitzGerald
Hospitality Coordinator	Karen Anderson
Concession Coordinator	Debbie Brock
Stage Manager	
Bar & Liquor Coordinator	

Artistic Director / President

- Book the main artist and the opening act
- Book and confirm dates with the venue (e.g. Alliance Church or Cochrane RancheHouse)
- Review contracts then sign and return as required; get payment deposits to artist
- Send tech requirements to Stage Manager & Soundman (e.g. Dave Neher)
- Send hospitality rider to Hospitality Coordinator
- Ongoing communication with booking agents, other folk clubs, etc ... (e.g. book hotel rooms for artist at Days Inn unless otherwise specified)
- Act as the MC on concert night (i.e. introduce the artist at the concert)

Secretary – position vacant

- E-mails Board meeting agenda to members prior to meeting date
- Takes & distributes minutes of Folk Club Board meetings (e.g. AGM)
- Is aware of all corporate by-laws and ensures club compliance

Vice President

- Attends all board meetings acting as back-up to president
- Signing officer

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Treasurer

- Signing officer
- Deposit all proceeds from advance ticket sales, grant money, and sponsor donations
- Pay for hall rental, sound production and artists
- Pick up float and prepare cash boxes; count cash boxes at end of evening
- Prepare Ticket Manifest
- Receive bank statements and prepare them for our accountant, Bill Callaway
- Prepare financial statements for board meetings
- Prepare budget and cash flow projections for the AGM
- Remit SOCAN fees annually; Apply for AFA & SOCAN foundation grants

Director at Large

- Provides input at all Executive meetings

Volunteer Coordinator

- Coordinate with other coordinators as to their needs (i.e. concession)
- Staff all club activities with volunteers
- Working with other coordinators, organize volunteers for each concert including: Ticket Sales/Door Person, CD Sales, Bar Staff, Concession, and Floaters (e.g. arranging tables, table toppers, clean-up — as required)
- Organize volunteer party at the end of the season

Bar & Liquor Coordinator - position vacant

- Gets liquor license for each event
- Orders all beverages as required (beer, soft drinks, wine, water)
- Maintains list of ASIP certified volunteers (no longer required at Alliance Church)

Sponsors and Grants Coordinator – position vacant

- Finds corporate sponsors
- Sends out correspondence regarding club activities and other sponsorship opportunities; follows-up with thank-you notes and other recognition
- Coordinates any relevant advertising from sponsors
- Organize other fund raising activities (e.g. raffles, club merchandise, etc...)

Concession Coordinator – position vacant

- Plans menu (simplify and minimize is best policy)
- Arrange for all food deliveries
- Ensure that needed staff will be on hand
- Brings equipment to the venue (e.g. Tupperware hampers, popcorn maker)
- Supervises kitchen including clean-up at the end of the concert

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Promotion & Publicity Coordinator

- Produce, print and distribute concert posters keeping track of poster locations
- PSAs to radio (e.g. CKUA & the Range) and media (e.g. Cochrane Times & Eagle)
- Maintain contacts with media personnel to build relationships with those who do advertising (e.g. Cochrane Times, CKUA)
- Keep website up-to-date
- Maintain folk club mailing list and send notices out prior to each concert

Tickets & Sales Coordinator

- Print single tickets (TicketMaster) and Season Tickets
- Distribute tickets to all sales outlets (currently Cochrane Coffee Traders)
- Pickup money from advance ticket sales and collect all unsold tickets prior to each concert
- Track and account for all tickets (sales outlet receipt book + online PayPal sales)
- Coordinate sale of unsold tickets at the door the night of the concert

Hospitality Coordinator

- Fulfill the hospitality rider in accordance with the artist contract (meals, beverages, etc ...)
- Prepare the Green Room including appropriate security of same (e.g. instruments)
- Supplies needed Green Room items (e.g. cutlery, plates, etc...)

Stage Manager – position vacant

- Work with soundman in weeks prior to the concert to fulfill Technical Rider requirements
- Verify that seating arrangement is correct for that night's event
- Organize set-up and tear-down team
- Trains up new volunteers on technical aspects as required