



POSITION DESCRIPTION

Position Title

Concert Manager

Primary Purpose of Role

Plan, organise, communicate, negotiate and facilitate GWS events.

General Duties of a Committee Member

- 1) As soon as practicable after being elected or appointed to the Committee, each committee member must become familiar with these Rules and the Act.
- 2) The Committee is collectively responsible for ensuring that the Association complies with the Act and that individual members of the Committee comply with these Rules.
- 3) Committee members must exercise their powers and discharge their duties with reasonable care and diligence, both personally and professionally.
- 4) Committee members must exercise their powers and discharge their duties—
 - (a) in good faith in the best interests of the Association; and
 - (b) for a proper purpose.
- 5) Committee members and former committee members must not make improper use of—
 - (a) their position; or
 - (b) Information acquired by virtue of holding their position— so as to gain an advantage for themselves or any other person or to cause detriment to the Association.

Key Responsibilities

- 1) Planning, organising and facilitation of GWS events for both the current and subsequent year.
- 2) Negotiate the costs, roles, resources and managerial set up in any event.
- 3) Manage the whole day of a concert, including developing and enacting a running sheet, coordinating with venue staff and the delivery of hired resources, managing performers, compere, front of house personnel and other voluntary workers.
- 4) Connect and liaise with venue managers, schools, musicians, sound engineers, and other artists.
- 5) Act as a point of reference to band members regarding any event information.
- 6) Provide assistance with marketing and communications.
- 7) Strong commitment to best practice in Occupational Health and Safety.
- 8) Negotiate sound engineering services and logistics, including forming an agreement regarding permissions and ownership of recorded materials.

Key Skills*

- 1) Written and verbal communication skills.
- 2) Planning and organisation skills for a series of complex events.
- 3) Strong problem-solving skills.
- 4) Ability to develop and maintain relationships with schools, venues, artists etc.
- 5) Ability to maintain a positive outlook and remain flexible and open to change in complex situations.
- 6) Ability to communicate and respond in a timely manner using e-mail and SMS on mobile devices.

*or a willingness to learn and develop skills in the role.