

Job Title: Concert Committee Member

Job Description: The WDPB Executive committee is seeking concert committee members to manage and improve the quality of the band's performances.

Essential Functions:

- Attend concert coordination meetings
- Take ownership of various concert preparation assignments, such as:
 - Finding and booking performance venues
 - Finding and booking staging, sound and lighting providers
 - Organizing ticket or merchandise sales
 - Organizing food/concessions sales
 - Organizing fundraising efforts such as raffles, bake sales, etc.
 - Coordinate with Advertising Committee to promote performances
 - Coordinate with Music Committee to establish staffing, setlists, EmCee scripts, and Stage Logistics
 - Organize and coordinate volunteers

Necessary Qualifications:

- Self-motivated
- Responsive to communication
- Professional in written and verbal communication

Instructions to apply:

If you would like to apply for this position, please send an email to <u>chairman@wdpb.org</u> indicating the position you would like to apply for and a summary of your qualifications.