



Position Description Performer Liaison

Summary

This role is responsible for ensuring good communication with all performers.

Key responsibilities

- Confirm acceptance/non-acceptance of festival performer applications
- Communicate performance details to accepted performers
- Make sure performers accept the offer to perform by the deadline
- Send festival information to performers
- Ensure all performer queries are answered by the appropriate person
- Thank performers after the festival.

Skills required

- Good communication skills via email and phone
- Organisation and co-ordination

Tasks and timeline

Date	Tasks/deadlines
February	Send acceptance/non-acceptance emails. Ensure successful performers accept the offer.
May	Send information to performers. Ensure performers respond.
February-festival	Answer performer queries, communicate with late-addition performers.
After festival	Send thank-you emails to all performers Report to NFFC Committee on number of performers and any performer feedback.

Estimated time commitment

Before/after festival: 30

During festival: Nil

Meetings: Attend all Festival Committee meetings

Reports to

Festival Manager

Supervises

Nil

Liaison with

- Festival Manager
- Festival Director

Resources required

- Email, phone
- Computer, internet access

Documentation

- Performer applications
- Performer information letters