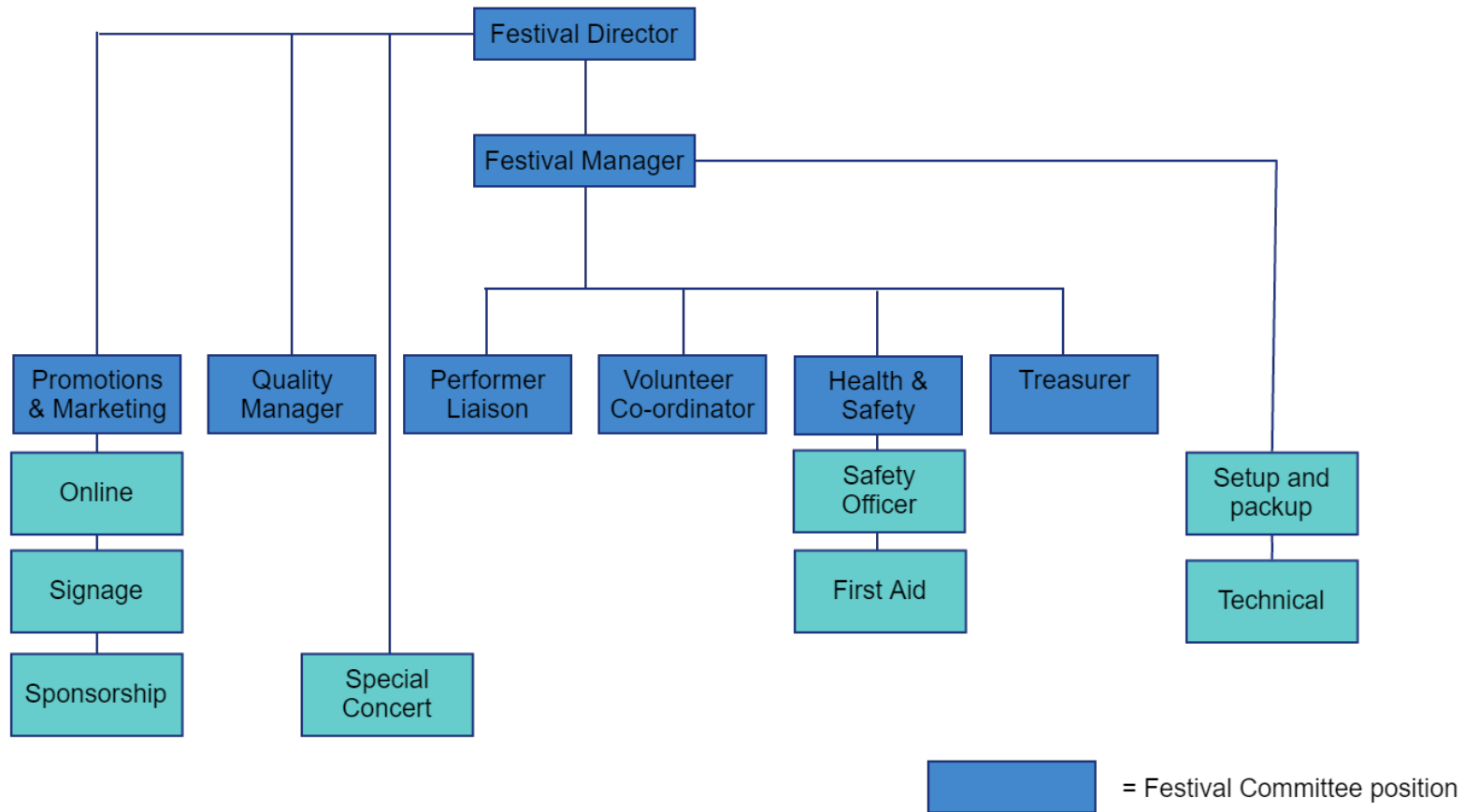


# Position Descriptions and new committee structure



# Positions

*\* indicates a permanent member of the Festival Committee, who is expected to attend all meetings. Other positions may be invited or required to attend or report to a limited number of meetings.*

## **Festival Director\***

Overall artistic responsibility, high-level contact with major stakeholders.

*2018 festival: Michael Stewart*

## **Festival Manager\***

Overall co-ordination of logistical details.

*2018 festival: Sue Davies*

## **Volunteer Co-ordinator\***

Recruiting and supporting volunteers including rostering, providing information for volunteers, organising volunteers thank-you event.

*2018 festival: vacant*

## **Quality Manager\***

Organise feedback from visitors, volunteers and Festival Committee and ensure feedback is recognised and appropriate action taken.

*2018 festival: vacant*

## **Health and Safety Co-ordinator\***

Responsible for all health and safety issues before, during and after the festival. |

*2018 festival: vacant*

## **Festival Treasurer\***

Budgeting, provision of cash floats at venues, cash collection and banking, paying performers and contractors, financial reporting.

*2018 festival: Sue Davies*

## **Performer Liaison Co-ordinator\***

All programmed contact with performers including acceptance/rejection emails, technical requirements, thank-you emails. *2018 festival: vacant*

## **Promotions and Marketing Co-ordinator\***

This role has direct responsibility for overall planning of festival promotions and marketing, media relations, publications, advertising and some aspects of festival signage and a co-ordinating role with the Signage, Online and Sponsorship Co-ordinators.

*2018 festival: vacant*

## **First Aid Co-ordinator**

Ensures a qualified and equipped first-aider is on call at all times during the festival.

*2018 festival: vacant*

## **Safety Officer**

Role is responsible for ensuring a safe environment during the festival. This is a 'hands-on' role during the festival and may require quick decisions and actions to ensure safety.

*2018 festival: vacant*

## **Online Co-ordinator**

This position manages the festival's online presence including website, email bulletins and social media.

*2018 festival: Alan Davies*

## **Signage Co-ordinator**

Look after signage in the festival precinct.

*2018 festival: vacant*

## **Technical Co-ordinator**

Ensure PA and other technical equipment is available as required during the festival.

*2018 festival: vacant*

## **Sponsorship Co-ordinator**

Liaising with existing sponsors including confirming amounts of sponsorship, communicating rights/expectations of sponsors, co-ordinating sponsor signage, acknowledging and thanking sponsors, reporting to sponsors. Seeking new sponsors in consultation with the Club Committee. Attendance at Festival Committee meetings as requested.

*2018 festival: vacant*

## **Special Concert Co-ordinator**

Responsible for artistic and logistical direction of the special Saturday night concert.

*2018: Michael Stewart*