

IPSWICH ARTS ASSOCIATION

Lunchtime concerts and lectures programme

Informal Job description for Concert Co-ordinator

In summary, the concert co-ordinator organises the programme for the year ahead (6 concerts bi-monthly), and is responsible for liaising with the performers ahead of and on the day of the concert. The role is overseen by the IAA Trustees, and there is close liaison with the overall lunchtime events organiser (currently Vera Rogers).

1. Annually, to organise the next year's programme.

- In May/June, gather a few people together to discuss ideas for concerts for the next year. Members of the group usually make initial contact with the suggested performers, and if they wish to go ahead, the Concert Co-ordinator follows it up, and establishes dates to create the next year's programme.
- Liaise with the performers to get information and photos for the brochure
- Liaise with IAA publicity officer and website manager

2. Responsibilities for each individual concert throughout the year

- During the month before the concert, liaise with the performers and ensure all details and arrangements are in place
- Put up posters at selected venues in Ipswich and any other publicity tasks
- Receive a programme from the performers for printing and sending to the venue for their screens
- Liaise with the venue Co-ordinator, who is in charge of seating, parking, performers' needs and all arrangements connected with the building.
- Arrange for the performers' expenses to be paid
- Greet the performers on the day and ensure they have what they need
- Help out if necessary front-of-house.
- Host the concert, welcoming and thanking the performers and giving announcements to the audience
- Help clear up after the end of the concert
- Thank the performers once more a few days later by email.

*** During the pandemic there have been some additional tasks – operating a pre-booking system, liaison with the venue to agree safety guidance, updating the attendees email list. At this point, decisions are being made about which of these we may need to continue with.

Contact Joy Bounds on 07960 273151 or at joybounds83@gmail.com for further discussion.