



Role and Responsibility Summary

The Concert Manager is responsible under the charity's governing document [the Constitution] for controlling the management and administration of the Wessex Concert Orchestra (WCO).

The Concert Manager should be familiar with the Constitution and the associated documents: Rules and Regulations, Annexes and Appendices. An understanding of the [Charity Commission Pamphlet CC3](#): 'The Essential Trustee: What you need to know' and [The Charities Act 2022](#) is desirable.

General

- Assume the responsibilities of and act as a committee member on behalf of the group.
- Attend all committee meetings if possible.
- Work with other committee members and contribute to discussions and decisions to manage and advance the best interests of the group.
- Represent and promote the group and its activities in a positive and appropriate manner.
- Carry out any other duties that may be deemed necessary by the Committee.

Before the Concert:

- Find and book appropriate concert venues.
- Be the main point of contact for the venue regarding bookings.
- Be the main point of contact for anyone connected to the concert, such as soloists, suppliers.
- Find volunteers to help with the running of the even, such as box office, interval refreshments.
- Create concert logistics, detailing on-the-day schedule, venue information and other necessary information for members and guest players.
- Ensure the concert logistics are shared with all players, including any guest players.

On Concert Day:

- Oversee the management and smooth running of all performance days.
- Be the main point of contact for members, volunteers and guest players.
- Ensure that all equipment required is at the venue in good time for concert day preparations and is assembled and dismantled appropriately in line with health and safety requirements.
- Ensure that all technical requirements are smoothly managed.
- Oversee the running of front of house and interval refreshments.
- Ensure soloists are looked after.
- Obtain gifts for soloists, conductors and guest players and arrange for their presentation.
- Be available on the day to deal with last-minute issues.