



CHIPPING NORTON CHORAL SOCIETY

JOB SPECIFICATION – CONCERT VENUE MANAGER

RESPONSIBLE TO: *Chairperson and Musical Director*

RESPONSIBLE FOR: *The establishment, preparation and restoration of a suitable venue for a planned concert with support from venue staff, committee members and volunteers*

MAIN TASKS:

1. Pre-concert visits to determine the suitability of a venue in relation to:
 - a. Space and seating availability for the choir and chosen orchestra
 - b. Adequate lighting
 - c. Mobility of furniture to create suitable performance spaces
 - d. The need or otherwise of staging
 - e. Heating particularly in relation to the seasonal timing of a concert
 - f. Availability of piano/keyboard and/or organ with suitable line-of-site to the conductor [including video links]
2. Confirming with the committee Secretary the booking of a suitable venue
3. Confirming the availability of a 'Green Room' for soloists and/or orchestra
4. Confirming the availability of other necessary amenities
5. Confirming the cost of hire for the venue and any other related costs
6. Raising a Temporary Events Notice [TENs] if required
7. Confirming the names and contact details of relevant venue personnel for booking and for the supervision of potential movement of furniture etc
8. Establishing the potential parking relating to the venue
9. Estimating the potential number of people required to prepare the venue
10. Liaising with the committee informally and formally as to the progress of any relevant venue plan