

Blackberry Jam Festival Volunteer Position Description

Position name: Entertainment coordinator

Summary

The entertainment coordinator registers and communicates with all bands and other entertainment leading up to and during the festival.

Responsibilities

- Coordinates scheduling and payment for bands and other entertainment.
- Coordinates with the sound and lighting crew leading up to and during the festival.
- Obtains and forwards contracts for the entertainment and sound/lighting crew to the City Administrator for approval.
- Sends approved contract documents to the entertainment's management and verifies band line-up during the day of the festival.
- Communicates updates on entertainment during regularly scheduled committee meetings.
- Provides a final band and entertainment line-up to the committee for marketing purposes.
- Creates the festival program, including entertainment schedule and sponsorship listing.
- Provides the festival program to city staff for printing.

Knowledge, skills, and abilities

- Must have a personal computer and word processing software to create and update the program and to communicate via email with vendors.
- Ability to use a personal computer for word processing and email communication.
- Ability to attend all regularly scheduled committee meetings.

Deadlines

- By May 24: All performer, lighting, and sound contracts must be received and turned in to the City Administrator for approval.
- By June 14: This is the deadline to have signed contracts from the performers, lighting, and sound crews. This is the deadline to have the performance line-up confirmed.
- By June 30: This is the deadline to complete the festival program. The festival program must be printed and turned in to City Hall by this date.