



Position Description: Concert Manager, Brisbane Chorale Inc.

1. DETAILED JOB DESCRIPTION

Position Title: Concert Manager

Reporting To: President
Management Committee

Salary: Nil - service is voluntary

Conditions: Elected for one (1) year with possibility of re-election for a further five (5) years
The position is part-time and the hours are variable

Location: Based in Brisbane
May require occasional interstate or international travel

2. PURPOSE OF THE POSITION

The concert manager, together with the management committee, is responsible for overseeing all aspects of the production of concerts and events organised and/or presented by, or involving, Brisbane Chorale Inc. The concert manager may be required to undertake other tasks and activities as required from time to time.

3. RESPONSIBILITIES AND DUTIES

3.1 ARTISTIC CONTRIBUTION

- To convene and chair production meetings.

3.2 ADMINISTRATIVE CONTRIBUTION

All the following administrative contributions shall be conducted in collaboration with the Brisbane Chorale Inc. Management Committee.

- To be prepared for, and to participate in, management committee meetings as a voting elected member.
- To investigate the availability of suitable venues and book venues for rehearsals and performances.
- To assist the musical director with planning the part-blocking arrangements for final rehearsals and performances.
- To direct others and assist in setting up venues ready for rehearsals and performances.
- To prepare event running sheets for final rehearsals and performances.
- To plan and direct walk on and off logistics for performances.

Detailed lists for various production types are attached at **Appendix A**.

3.3 CONTRIBUTION TO STRATEGIC OUTCOMES

All the following outcomes shall be achieved in collaboration with the Brisbane Chorale Inc. Management Committee.

- To promote the association's strategic plan and ensure the achievement of the association's strategic activities to guide future growth and development.
- To assist any member needing assistance on any Chorale project.

Brisbane Chorale Inc.
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0491 158 916
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www.brisbanechorale.org.au

Concert Manager Position Description
Brisbane Chorale Inc. v3.0

4. EDUCATION & EXPERIENCE

Essential	Desirable
Nil identified	Ability to gain an understanding of applicable legislation
	Ability to use word processing applications, e.g. Microsoft Word
	Ability to use spreadsheet applications, e.g. Microsoft Excel

5. PERSONAL QUALITIES & BEHAVIOURAL TRAITS

Essential	Desirable
Nil identified	Display an attitude of enthusiasm, cooperation, hard work and loyalty
	Communication skills
	Negotiation skills
	Organizational skills

6. RELATIONSHIPS

With	Purpose
1. President	To inform of any issues and comments.
2. Music Director	To consult on performer seating/standing arrangements.
3. Treasurer	To assist in the preparation of annual and concert/event budgets. To pass invoicing on for processing.
4. Management Committee	To attend and participate in the management committee. To report back on the outcome of Chorale productions.
5. External relationships	To act on behalf of the management committee and/or assist in negotiations or discussions (e.g. availability, fees, contracting, invoicing) that pertain to events involving the association, e.g audio and/or video recording engineers. To regularly liaise with venue operators to ensure successful planning of events. To brief relevant assisting coordinators and oversee operations and coordination undertaken by such persons, e.g. box office coordination, merchandising coordination, front of house coordination, riser coordination, stage management.
6. Members	To provide information and updates on planning and activities that pertain to concerts and events involving the association. To ensure that performers are arranged in their correct positions prior to any calls from stage management.

APPENDIX A – DETAILED CONCERT MANAGER DUTIES

A. REGULAR CONSERVATORIUM REHEARSALS

- Book rehearsal spaces at the Conservatorium at start of the year with Venues Officer (Daniel Barkley P: 3735 6291 E: qcgu-roombookings@griffith.edu.au) and ensure that the space is confirmed for the required weeks from January through to December
- Book extra rooms as necessary throughout the year, including auditioning rooms (Rooms 2.14, 2.15 or 1.21 preferred)
- Advise Venues if the Chorale is not intending to use the space at specific times
- Sign-out keys from Security for the spaces booked
- With help, bump-out previous users' set-up in the rehearsal space if required
- Direct others and assist in setting up venues ready for rehearsal
- Set up conductor's podium and music stand
- Assist the Musical Director with setting up the singers' positions as required
- At the end of rehearsal, bump-out tables and podium to storage space (room 2:11)
- At the end of rehearsal, turn out lights, lock the doors and return keys to security

B. CHORALE PRODUCTIONS

- Investigate the availability of, and book suitable venues for rehearsals and performances
- Liaise with the venue operator regularly during the planning of an event
- Prepare and maintain updated concert check lists
- Seek quotes from, and engage audio recording and or video recording engineers
- Obtain invoicing from audio and/or video recording Engineers and pass on to Treasurer for processing
- Engage, brief and oversee the Stage Manager
- Brief and oversee the Box Office Coordinator
- Brief and oversee the Front of House Coordinator
- Brief and oversee the Riser Coordinator
- Assist the Treasurer and Management Committee in the preparation of concert budgets
- Assist the Musical Director with planning the part-blocking arrangements for final rehearsals and performances
- Direct others and assist in setting up venues ready for rehearsals and performances
- Prepare event running sheets for final rehearsals and performances
- Plan and direct walk on and off logistics for performances
- Convene and chair pre- and post-production meetings

C. QSO PRODUCTIONS

- Key contacts:
 - QPAC: Alex Loh, Events Manager, **P:** 07 3840 7366, **M:** 0412 718 807, **E:** alex.loh@qpac.com.au
 - QSO: Michael Sterzinger, Artistic Administration Manager (E: michael.sterzinger@qso.com.au P: 3833 5030)
 - QSO: Murray Walker, Assistant Programme Coordinator (E: murray.walker@qso.com.au, P: 3833 5026)
- Liaise with Member Registrar and confirm numbers of singers signed up for the concert and advise QSO (Michael Sterzinger / Murray Walker) of our seating requirements in the Concert Hall and rehearsal studio
- Assist the Musical Director with planning the part-blocking arrangements for final rehearsals and performances
- Arrange for back-stage passes from QSO
- Request permission to obtain a key to the Studio so that it can be secured during rehearsal and performance
- Collect passes and distribute to Chorale members
- Direct others and assist in setting up the rehearsal studio rehearsal space and marshal choir into their positions
- Plan and direct walk on and off logistics for performances



- Liaise with QPAC Stage Manager and ASM, and establish on-stage times
- Secure the studio before leaving for the Stage and return key to Security after the performance

Approved by Brisbane Chorale Inc. Management Committee on 23 August 2019.

Last reviewed on 23 August 2019.