



## **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.
- To consult with stakeholders on audience seating arrangements and coordinate with relevant ticketing supplier.

#### **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 events.
- To prepare and maintain concert check lists for each event.
- To prepare event running sheets for final rehearsal and performance.
- To organise the printing of tickets where it is not provided by a contracted supplier.

#### **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 association project.

**Brisbane Chorale Inc.**  
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Concert Manager Position Description  
Brisbane Chorale Inc. v2.0

#### 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
	Organisational 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 association 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.
4. 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.

Approved by Brisbane Chorale Inc. Management Committee on 7 February 2016.

Last reviewed on 7 February 2016.