

WCOS Job Description: Ass. Concert Manager (09-2017)

NOT a Committee Member.

- Contracts soloists as instructed by Music Director.
- Point of contact for Soloists.
- Together with Music Director, prepares rehearsal schedule for concert week / concert day. Also Sits and Stands, if necessary.
- Looks after soloists on concert days and is involved with the general running of the day.
- Organises volunteers for concert days: ticket seller(s), programme sellers, bar volunteers.