



BOARD OF DIRECTORS

DIRECTOR OF EVENT OPERATIONS

Updated: February 10, 2013

SUMMARY

This position coordinates with the venue and VOO artistic staff to provide needed equipment for rehearsal and performance settings. The Director of Event Operations recruits assistants from inside and outside the chorus. It is understood that the parameters of this position may change based upon new opportunities or changing circumstances.

DUTIES AND RESPONSIBILITIES

REHEARSAL LOGISTICS

- Arranges for rehearsal equipment at the venue.
- Prepares the rehearsal space with:
 - ✓ Check-in tables
 - ✓ Chairs
 - ✓ Piano
 - ✓ Podium
 - ✓ Music stands
 - ✓ Sound system – speakers, amplifier, microphone
 - ✓ Screen
 - ✓ Projector
- Recruits assistants from within the chorus as needed.

PERFORMANCE PREPARATION

- Arranges for use of harpsichord and timpani
- Orders poinsettias for the stage and presentation flowers for artists
- Arranges for appropriate number of lobby tables on each level
- Communicates stage plot and timeline to venue production manager
- Coordinates harpsichord tuner schedule with venue production manager
- Arranges for lobby table merchandise cash boxes (3) with appropriate amount of change

- Recruit volunteers from outside the chorus (chorus spouses or friends) for tasks on performance day: two backstage chorus line leaders, six lobby table hosts

PERFORMANCE DAY LOGISTICS

- Set poinsettias on stage
- Set lobby display tables on each level with:
 - ✓ Audience surveys with pens
 - ✓ Survey rewards
 - ✓ Audio description devices
 - ✓ VOO and sponsor literature
 - ✓ VOO merchandise
 - ✓ Signage
- Brief lobby table hosts on Audio Description device checkout procedures, merchandise sales, question answering, etc.
- Brief two backstage chorus line leaders on radio use and procedure for simultaneous chorus entry from opposite sides of stage

MINIMUM REQUIREMENTS

- Computer with internet access
- Strategic thinker
- Excellent interpersonal communication skills