



# CORAL RIDGE

PRESBYTERIAN CHURCH

## Job Description Form

Department	Concert Series		
Job Title	Concert Series Manager		
Reports to	Executive Director (Andrew Nichols)	Type of position	Full Time
<b>POSITION OVERVIEW</b>			
<p>The incumbent is responsible for executing the vision of the Coral Ridge Concert Series as set forth by the Senior Pastor and Executive Director. In this capacity, the incumbent oversees all concert series logistics and planning. This employee will supervise a Concert Series Administrator to help execute the job functions listed below.</p>			

### ESSENTIAL JOB FUNCTIONS

- **Season Planning**
  - Work with the Senior Pastor and Executive Director to plan each concert series season lineup
  - Negotiate and execute contracts and riders with outside artists
    - Ensure the requirements of the contracts and riders are fulfilled when applicable
  - Ensure dates are available and reserved on the calendar for all concerts and rehearsals
- **Season Promotion**
  - Work with Communications Team to develop effective promotional plan
  - Designate marketing budget for each concert
  - Provide Communications Team with material needed to print concert programs, print materials, and advertisements
  - Solicit companies and organizations to advertise in the printed programs
- **Team Management**
  - Directly supervise the Concert Series Administrator
  - Collaborate effectively with the music staff, production team, costume coordinator, children's music director, and other relevant positions to ensure the vision is efficiently executed
  - Lead regular meetings to keep the planning for each concert on track
- **Ticketing**
  - Oversee the ticketing system for the concert series (currently Brushfire)
  - Ensure Welcome Center staff has the appropriate tools and information to effectively sell tickets
  - Ability to handle customer service requests involving ticketing
  - Oversee group ticket sales
    - Maintain current group ticket sale relations
    - Pursue potential group ticket sale targets
- **Ushers/Volunteers**
  - Oversee Head Usher to ensure that ticketing and night of show logistics run smoothly for seating
  - Recruit the appropriate number of stagehands to work at applicable concerts

- Recruit cast members for applicable concerts
- Coordinate all volunteers, cast members, and stage hands: providing clear rehearsal schedules, expectations, and contracts when appropriate
- **Benefactor Oversight**
  - Work with the Benefactor Coordinator to ensure benefactor details are taken care of each season
    - Seating policy is approved and enforced
    - Approve and assist with benefactor events
    - Help identify and recruit potential new benefactors
- **Music Oversight**
  - Collaborate with the music department to draft and propose runs of show for applicable concerts
  - Ensure the appropriate scores are available and ordered for each concert
  - Work with the music department to ensure soloists sign contracts, receive schedules, and are paid appropriately
- **Artistic Oversight**
  - Oversee staging, costuming, and set design to ensure the overall vision of the concert is being achieved

## **QUALIFICATIONS**

- Professing Christian, stable and growing in the faith.
- Detailed oriented with strong organizational and communication skills
- Dependable and able to take ownership/Self starter
- Committed to the ministry of CRPC
- Over 2 years experience with a Concert Series or similar program
- Ability to work with and manage teams

Note: This job description is not intended to be all-inclusive. Employee may perform other related duties as negotiated to meet the ongoing needs of the organization.