

# VFMC Job Description – Concert Night Convenor

## **1. General:**

The second Tuesday of every month (except January) is Concerts Night at the Ringwood Folk Club. The objectives of the Concert Nights are to:

- 1.1. Provide a forum for Club members (and others) to practice performing in front of an audience.
- 1.2. Generate interest in the Club, particularly the Tuesday nights at Ringwood, and thereby increase Club membership and attendance at other Club functions.
- 1.3. Provide a venue for those interested in folk music, but who don't necessarily play an instrument or perform themselves.

The Concert Nights are run by a sub-committee, headed by the Convenor. The Convenor reports to the main VFMC Committee.

## **2. Duties – Sub Committee:**

The duties include:

- 2.1. Review previous concerts' nights and looking for ways of possible improvement
- 2.2. Review and discussing requests from performers applying for VFMC concerts.
- 2.3. Select future Guest Artists and support acts.
- 2.4. Send each main guest artist a pdf document which gives them background about the VFMC and all the concert details (e.g. acoustic venue, fee structure, venue address) and our advertising requirements (i.e. Bio, photo etc. This is normally done by Booking officer (a sub committee member).
- 2.5. Ensure that all those responsible for publicity are aware of the bookings and have material required for flyers, posters, website and Facebook.
- 2.6. Contact guest artist and support acts to confirm booking and artist requirements closer to the date.
- 2.7. Liaise with Treasurer to confirm performer payment, expenses and VFMC takings.
- 2.8. Forward Event calculation form to Treasurer.
- 2.9. Organise staff for each night (MC, stage manager, doorkeepers, supper, Tradition write up).

## **3. Duties - Convenor:**

- 3.1. Prepare Agenda for Sub Committee meeting
- 3.2. Chair sub-committee meetings
- 3.3. Maintain the Club's Booking Record, with detailed information on past and potential performers, attendance and financial details
- 3.4. Write report to the main VFMC committee each month and at the AGM

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- 3.5. Abide by the Committee's group norms, as determined by the Committee in the first meeting following the AGM.