

The CHORUS is seeking a Producer for the 2005-06 season. NAME, who did a wonderful job, is unable to continue as her job takes her out of town. She has wonderful spread sheets and will pass on her base of knowledge. This is a great opportunity for you to use existing skills and learn new skills.

The Producer works with the Executive Director and Artistic Director to manage the behind the scenes details of the Winter and Spring Concert. The main aspects of the position include working out details with the venue and collaborators, assuring that the concert is publicized, tickets are printed and sold, postcards are sent and posters are put up, managing the budget to assure that expenses don't exceed income, working with the designer on the program, working with NAME on Ad sales, recruiting and supervising volunteers, working with lighting and sound professionals, scheduling dress rehearsals, securing beverages and treats for dress rehearsals, communicating with choir, collaborators, venue, volunteers and community.

Preferably we would like a volunteer to fill the role of the Producer but a stipend could be paid.

If you are interested in this position please contact NAME at EMAILADDRESS@comcast.net or ###.###.####. If you know others that might be interested please forward this to them.