

## **FACILITIES COORDINATOR - JOB DESCRIPTION**

May 2012

1. As soon as the next year's Festival dates are determined, book:
  - a. venues: Currently : Bethel Lutheran (vocal), Pleasantview Alliance (piano), Messiah Lutheran (strings), CCHS east gym (band), CCHS Band room (instrumental)C. Ronning gym & music room (speech), Jack Stuart gym (school music), Charlie Killam large gym (band, dance, Grand concert)
  - b. sound systems as required throughout the festival (Band, Dance, Community Music Night), including the Grand Concert.
2. Finalize the venue bookings with specific days, times and requirements after the festival schedule is completed and deliver a list or requirements and proper signage to each venue. (probably early in March)
3. Confer with the city schools' maintenance supervisor and school administrators as necessary, to arrange for:
  - a. adequate seating
  - b. assistance by janitorial staff
  - c. risers, music stands, tables for hand bells/chime bars
  - d. three tables (for Marshal, doorkeeper, and Adjudicator Secretary)
4. Arrange for additional choral risers as required.
5. Arrange with the sound person to provide a labeled CD for each band entry.
6. Provide seating plans for school classroom music, choral speech, community music and other sessions as required.
  - a. State the time of performance for each group.
  - b. Deliver the plans to the Festival Secretary no later than the Saturday before festival, for inclusion in the festival venue supplies bags.
7. Be responsible for obtaining adequate help to set up chairs and arrange rooms as necessary at each venue. (Janitors will generally help with this. There may be an additional fee.)
8. Arrange for unlocking venues when necessary.
9. Arrange for pianos to be tuned the week before the festival.
  - a. Confer with school representatives to verify a festival tuning. (Current tuner, Harold Mantey, will look after this.)
  - b. Arrange for pianos to be moved as necessary, including a piano for the grand Concert. ( Currently a piano from Augustana. Contact McTavish's to move it.
10. Be responsible for dismantling any facility arrangement as required.
11. Advise the President of those who should receive letters of appreciation.
12. Maintain a detailed list of all requirements for each type of event.
13. Work with venues and the Camrose Fire Department to ensure room occupancy limits are observed and that fire escapes are not obstructed.
14. Present a written report to the annual meeting.