

Chair, Program Committee

Summary of Job Responsibilities:

Create and print concert programs.

Duties/Tasks:

- Create a digital program document from elements provided by marketing director (cover art, staff and soloist bios, choir roster, donor list, program notes, translations, ads, music listing and details, soloists and instrumentalists), using page layout software.
- Submit draft program to marketing director for inspection and approval by board president and conductor.
- Shop for best printing rates.
- Schedule printing and deliver printed programs to concert venue.

Helpful Skills:

The position requires competence with page layout software, attention to detail, and patience.

Time Commitment:

These tasks are performed twice yearly, before each concert. Actual layout: three hours. Changes, edits, corrections: three hours.

Appointed Position:

The marketing director appoints this position, with approval of the president.