

**Position:** Entertainment Coordinator - Arts Awards Program

<b>Staff Liaison:</b>	Joy Kramer, Administrator	519-747-8537
<b>Volunteer Services Contact:</b>	James Nye	
<b>Website:</b>	www.kwartsawards.ca	

**Objective:**

- Provide high quality entertainment and performances for our 2 annual events

**Responsibilities:**

- To recruit and coordinate entertainment for our 2 annual events (for 2008: Recognition Reception on April 23, 2008 and Arts Awards on June 8, 2008).
- Focus on adding dynamic artists and performers that will showcase local talents.
- Increase public awareness of the Arts Awards by recruiting entertainers and artists who are committed to excellence.
- Liaise with committee and event stage manager to determine entertainment needs.
- Keep database with performer contact information.
- Prepare performance timetable and provide information to the committee and to performers
- Organize performers and oversee performances at 2 annual events
- Attend and vote at committee meetings as needed.

**Place: TBA**

- Meetings are arranged by the committee.
- Volunteer will also work at home.

**Time Commitment:**

- year-round position and commitment (75 hours/year approximately – 4-6 hours/month)
- work load increases closer to two Arts Awards events in the spring.
- attendance at meetings (once monthly, 3 hours approx., evenings) is preferred, but not required.

**Qualifications:**

- Understanding of artistic community especially musicians and performers.
- Good interpersonal skills
- Responsible, organized team-player
- Flexible, reliable, creative and fun
- Computer and email skills preferred
- Experience in entertainment is preferred

**Benefits:**

- Satisfaction of providing a valuable service, by helping this important community program to operate successfully
- Enjoy the genial company of other volunteers

**Screening Requirements:**

- Satisfactory interview

**Additional Information:**

- use of personal computer, printer, and email is preferable.