



Facilities Manager Job Description
(Member of the Executive)
August 2017

- Book the venues for concerts well in advance of the dates, ideally one year in advance.
 - The Christmas concert, *Sing Noel*, is usually held at Glad Tidings Pentecostal church on Baskin Drive on a Sunday afternoon in early December or late November. It is followed by a reception, with food provided by the choir.
 - The Dessert Musicale is held every second spring usually at Glad Tidings Pentecostal church on Baskin Drive on a Friday night or Saturday afternoon, or both, in late April or early May. It is followed by a reception, with food provided by the choir.
 - The Classical Concert is held every second spring at a church location. No reception is held after the concert.
- Contact the church offices involved to book the facility for rehearsals and the concerts.
- Then pass this information along to the Treasurer who will arrange for payment.
- Before each performance, ensure that any necessary insurance has been purchased to meet the requirements of the venue.
- Review the performance venue with the Choir Director and/or other Executive members to determine the requirements to set up the proposed stage/performance area.
- Place chairs for the audience (if required) and manage the technical aspects for the rehearsals and performances.
 - The owner or representative of the venue should also be present at this review so that clear instructions and permissions to move furniture and placement of our risers, piano and other technical equipment are discussed and understood.

- Strike a work group if necessary to pick up and deliver the ACC risers and technical equipment from their respective storage facility, and any other equipment required for the performance to the venue.
- Set up the venue for the rehearsal and performance.
 - This may require moving existing furniture, placing chairs in the audience area (if required), placing our risers, piano and speakers in accordance with the venue's instructions.
- Ensure that at all times, Health & Safety concerns have been identified and managed.
- At the end of the performance, arrange to have the audience chairs (if required) moved, along with the technical equipment, return the area to the "pre-performance" state, ensure that the venue is clean, and lock the doors as the crew leaves.
 - A brief exit discussion with the venue's representative should take place to confirm that they are completely satisfied with our restoration of their facility before we leave.
- Return the ACC risers and any technical equipment back to their respective storage facility.
- Be available to take on any other project as requested by the ACC Executive to support the requirements of the organization.
- Also be prepared to carry out any other reasonable duties requested.

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