



Tickets/Posters/Programs Coordinator Job Description

August 2017

Posters

ACC has "stock" posters for the Sing Noel, Dessert Musicale and Classical concerts.

- Ask poster designer to update stock posters for each concert with the appropriate information (special guests, day/time/pricing, etc.).
- Send updated posters to the Director of Music for approval.
- Director of Music will either:
 - coordinate with the poster designer if changes are required, or
 - send poster to Choir Manger for final approval if no changes are required.
- After final approvals, have the posters printed at Staples in Kanata.
- Arrange for posters to be distributed by a volunteer to local businesses in the Arnprior region.
- Provide posters to choir members for distribution at their work places or places of worship.
- Create a PDF version of the poster and have the Choir Manager email it to all choir members for their use with family and friends.

Tickets

- Using the software provided, and using the same design as previous tickets with a colour change, create and print tickets.
- Working with the Treasurer, sell concert tickets to members at two rehearsals before tickets are sold to the public.
- After sale of tickets to members has been completed, deliver leftover tickets to The Book Shop in Arnprior for sale.

Programs

- Coordinating with the Director of Music, prepare program for Christmas concert (and sometimes spring concert) and arrange for printing.
- Provide programs to volunteers on the concert day to be given to audience members.

Additional information for this position:

- Volunteers at concerts do not pay for a ticket nor do they receive a free one.
 - If the concert is NOT sold out, volunteers may sit in a seat at the back and enjoy the concert, at no charge.
 - If the concert is completely sold out, volunteers are invited to enjoy the concert while standing at the back, in the lobby, or wherever is suitable.