



## Cambridge University Lunchtime Concert Series

### 1) President

Duties include, but are not limited to:

- Organising and designing the programme for next year's series. Some concerts will already be fixed in place, but it will be your responsibility to select performers and programmes for most of them.
- Liaising with performers to discuss concert dates and potential repertoire.
- Ensuring that each concert runs smoothly on the day.
- Introducing each concert to the audience.
- Drafting the budget for the series and updating it on a weekly basis.
- Counting the money collected from each concert and paying it into the CUMS account.
- Stewarding for each concert, assisted by the 'Vice-President', and the 'House Manager'.
- Representing CULC at CUMS committee meetings.

**Applicants should be very organised, diligent and enthusiastic about the series, with excellent attention to detail. They should have a good knowledge of potential concert repertoire and, ideally, Cambridge-based performers.**

### 2) Vice-President

Duties include, but are not limited to:

- Working closely with the President and being able to step in in the event of their absence.
- Assisting the President with programming decisions.
- Booking instruments in advance of certain concerts on 'Timpani'.
- Responsibility for marketing, including: promoting the concerts online, co-managing the Facebook page, creating events for each concert and distributing posters and flyers.
- Creating, formatting and printing programmes for each concert.
- Stewarding each concert and assisting in distributing programmes, as well as collecting donations at the end of performances to assist that 'House Manager'.
- Recruiting at least one steward to aid with each concert, in the absence of the 'House Manager'.

In addition to these two roles, we would welcome applications from anyone interested in the positions of **House Manager**, and **Publicity Assistant**. It is envisaged that these roles

would require less time-commitment, though nevertheless, either would offer an excellent opportunity to anyone who could enjoy, support and promote the concert series, or is seeking to gain more experience in these areas of arts management. More information about these roles can be found below:

### **3) House Manager**

Direct responsibility for:

- Ensuring guests are welcomed to the concerts in a friendly and engaging manner.
- Coordinating front of house efforts, including assisting with distribution of programmes, and collecting donations, with the assistance of the 'Vice-President'.
- Stewarding each concert, with the 'President' and 'Vice-President'.
- Organising another steward in the absence of any committee member.
- Generally supporting the excellent audience engagement experiences at the concert series.

### **4) Publicity Assistant**

Duties include:

- Assisting the 'Vice-President' with marketing, in particular, taking a lead with online publicity. For this reason, the role would suit someone with an active interest in social media.
- Assisting with distribution of posters and flyers both across the city, and at concerts, where appropriate.
- It is hoped that the 'Publicity Assistant' would also be available to steward most concerts.