

# AMATEUR CHAMBER MUSIC SOCIETY

## Kirribilli Concerts – Role of the Coordinator

Liaising with the President in relation to the Kirribilli Centre concert program.

Planning ahead to ensure each month's concert has an Organiser. Identifying and securing Organisers.

Liaising with each Organiser as they gather their groups to create the program.

Where necessary, liaising with the website program manager, currently George Carrard, re details of pieces to be performed. (This is basically the Organiser's responsibility.)

Assisting Organisers where they are having difficulty enlisting sufficient numbers of groups or items.

Managing the Green Room and the scheduling of times for sound checks.

Ensuring that the Organiser has attended to all his or her listed responsibilities, especially the printing and availability on the day of about forty programs.

In liaison with the President, being responsible for managing the collection of admission charges and confirming that catering arrangements are in place. Checking wine stocks available and liaising with the ACMS volunteer or the Organiser to supplement these with purchases from the local bottle shop on the corner. Obtain receipt and be reimbursed from door takings. Unopened bottles of wine can be stored in our cupboard and used at a subsequent concert.

Welcoming the audience to the concert or enlisting the Organiser to do this. Advising the audience of the approximately ten minute interval and the refreshments to follow.

Supervising the concert and the venue and the timely running of the event. Monitoring the stacking of chairs and the clearing of food tables.

The Neighbourhood Centre representative is Roger 0418 465 587. He opens and closes the building and can be contacted in an emergency.

As necessary, liaise with Justyna Delofski or Carl of the Kirribilli Centre on 9922 4428, [info@kirribilli.org.au](mailto:info@kirribilli.org.au) Carl is the manager.

**ACMS Committee**