

**Updated 8/15/22**

## **Job Description**

### **Concert Coordinator**

#### **First United Methodist Church of Palo Alto**

##### **I. Primary Functions and Duties**

The Concert Coordinator arranges concerts and concert rehearsals for groups outside the church membership. Only non-profit groups with 501(c)3 status are allowed to present concerts at FUMC. The functions and duties of the coordinator include the following:

- A. Explain fees, conditions of use and applicable Church policies to prospective groups.
- B. Promote the Church as a site for concerts in the community. Promote attendance at concerts held in the Church by displaying the group's publicity and by writing an article for the Insights magazine and/or Friday e-news.
- C. Carefully add events to the Church calendar, making sure that they do not conflict with other events already booked. Notification of bookings to the organization is not final until the event is entered and confirmed on the Church master calendar, noting needed rooms such as the sanctuary, reception area and green rooms. Although Church events have priority in scheduling, they do not pre-empt a concert that has already been booked and for which a deposit has been made.
- D. Obtain a copy of 501(c)3 documentation and a certificate of liability insurance from each organization, prior to booking the concert. If the organization has paid employees, obtain a copy of their Workers' Compensation coverage. (Most groups do not need Workers' Compensation insurance.)
- E. Prepare the event contract and invoice. Booking is not final until the receipt of all needed signatures, 501(c)3 documentation, and certificate of liability insurance.
- F. Set a date by which the group must pay the non-refundable deposit. ~~of \$400.~~
- G. Arrange custodial coverage, and audio operator if necessary.
- H. Complete and send reminder invoices to the concert group. Remainder of the fee is to be collected no later than the night of the concert. A receipt should be provided.
- I. Put account number on checks you receive and place them in the church safe. Follow up with the Administrative and Facilities Manager on checks that may have been mailed to the church office.
- J. Explain to music groups that this is a church and that they must expect to work around and cooperate with weddings, memorial services and church activities. Advise groups at the time of scheduling that special sanctuary decor for Lent,

Advent and Christmas, etc. will NOT be removed for concerts. This provision should be included in the contract for every event.

- K. Approve custodial and audio operator time cards and turn them in to the Administrative & Facilities Manager.
- L. Be on site at least 90 minutes before each concert (or when they arrive) and remain through at least the first intermission to enforce the terms of the contract, to represent the interests of the church, and to provide information and assistance to those arranging the concert. Check with the custodian before leaving.
- M. Follow policies of the Board of Trustees of FUMC, which, along with the Pastoral and Music staff, is responsible for establishing policies as to frequency of concerts, conditions of use, and fees per room. Trustees must approve daytime concerts, week-night concerts and benefits.
- N. At the time of scheduling, make concert groups aware that the organ may be used only by special arrangement with the church organist, well in advance of the event. This is likely to involve some direct communication and perhaps a meeting between the FUMC organist and the organist who would be performing in the concert. The piano is available for use without special permission.
- O. The Concert Coordinator may be asked to attend an FUMC staff meeting.
- P. Notify staff and relevant church committee chairs about upcoming concerts at least one month in advance.
- Q. The Concert Coordinator is the staff member of FUMC who represents the Church's interests and property, including limits on the use of spaces, adherence to scheduled times, minimizing the involvement of our office personnel, and protecting against undue wear and tear of the facilities.
- R. File a report after a concert if an issue arose, indicating how it was resolved, whether any further understanding needs to be reached with the performing group if they wish to book in the future, and whether the Concert Coordinator advises that the group be encouraged, discouraged or even prevented from booking a future concert.
- S. Other related duties.

## **II. Qualifications**

Ability to organize events and manage people.

Ability to communicate well, to interpret and implement policy with people.

An understanding of the needs of performing groups and performers.

Ability to do outreach to increase musical performances at FUMCPA.

### **III. Work Schedule**

Inquiries by music groups interested in using FUMC facilities will all be referred to the Concert Coordinator, who will follow procedures and duties as previously described above.

### **IV. Supervision and Evaluation**

The Concert Coordinator is supervised by the pastoral staff and overseen by the Staff Parish Relations Committee.

Evaluation will be done annually. (See Personnel Manual.)

Update relevant Google docs to share information on schedule, invoices, and time card.

### **V. Policy Statements**

Personnel policies as established by the Staff Parish Relations Committee will apply except as otherwise stated.