



ROYAL WOOTTON BASSETT ARTS FESTIVAL

MUSIC CHAIR

JOB DESCRIPTION

The role of Music Chair is to plan for and organise the yearly run of the Music Section of the Festival in November with the help of the Music Committee. This will involve the following meetings:

1. Contributing to the AGM in January
2. Planning meeting for changes to Syllabus between January and March
3. Mid-year meeting with RWBAF committee usually in June or July
4. Timetable meeting at the beginning of October
5. Meeting to arrange logistics for the Festival mid-October
6. Wash-up meeting one to two weeks after the Festival to consider improvements for the following year

Major tasks the Chair is responsible for:

1. Booking adjudicators (although this is done by Ed Gonsalves at present)
2. Booking venues (this is done in conjunction with the Festival Chair)
3. Providing all Music related materials for the Syllabus and Programme including the Music Chair's 'Welcome'
4. Trophies – arranging for their return, cleaning and transport to the Festival (this is done in conjunction with Trevor Howells at present)
5. Arranging accompanists for the Festival
6. Booking and delivery of a piano for the Piano classes
7. Booking or borrowing of a keyboard to accompany the Instrumental classes
8. Attending the venue 'set-up' the evening before the Festival begins
9. Transport and supervision of the CD player for Singing classes (RWBAF no longer arranges a keyboard for these classes)
10. Timetabling of all Music classes avoiding any obvious clashes
11. Timetabling all volunteers to staff the Festival
12. Gathering all materials required to run the Festival such as certificates, feedback forms, pens, trophies, water and glasses etc
13. Ensuring there are music stands, chairs and foot-rests (guitar) for Instrumental classes

14. Attending the Festival in the role of 'supervisor' rather than taking a specific role. As Chair you will be asked questions throughout the weekend and if you are in a dedicated role such as 'scribe' it can be difficult to do both
15. Liaising with the Chairs of the other sections to understand where the different areas impact upon each other
16. Liaising with the Treasurer to ensure all expenditure and monies spent are reported clearly (although this is largely done by Sheila Dunn at present)
17. Liaising with the Publicity team to ensure there is promotional material on a music theme for the press and social media