

# Curdrige Country Show

## Entertainment Arena Coordinator

The Entertainment Arena Coordinator works alongside the Show Coordinator to source and book appropriate entertainment for the Arena on show-day. On show-day, the coordinator is responsible for overseeing the arrival, set-up and departure of any entertainers as well as overseeing the set-up of the PA System (supplied and operated by a third party). Tasks involved include:

- Sourcing appropriate entertainment within a set budget and confirming bookings;
- Arranging for invoices to be paid by the Treasurer when needed;
- Determining any requirements for equipment or access to the PA System and arranging for these to be in place for each act performing in the arena;
- Liaising with the Show Coordinator and Show Programme Coordinator to ensure that the Arena is promoted in the programme, on the website and on social media;
- Meeting and Greeting performers as they arrive on show-day and ensuring that they have all that they need;
- Contacting performers following show-day to thank them for attending, requesting feedback, and establishing availability for the next event if appropriate.

In order to carry out these tasks effectively, the following attributes are required:

- Ability to work to a deadline and a budget;
- Good people skills;
- Ability to keep accurate and up to date records;
- Able to work collaboratively as part of a team whilst being able to take the initiative when required;
- Availability to attend as many of the committee meetings as possible. These are usually held on the second Monday of January, March, and May and towards the end of June

The time commitment anticipated for this role is approximately 5 to 10 hours plus show-day.