

Role Description – Fund Raising and Events Officer

General Committee Responsibilities

1. Liaise with the Website Manager to ensure the Website is constantly updated with the latest information.
2. In the event of being able to attend a Management Committee meeting, inform the Chairperson of any items for consideration, and check with that person after the meeting for any items that will require attention
3. Regularly attend rehearsals so that current business can be dealt with
4. Make announcements as and when required.
5. At all times act as an Ambassador for the Society.
6. In association with the Marketing and Publicity Officer, canvas potential businesses to receive sponsorship and programme advertising
7. Carry out any other duties, as and when required, which will benefit the Society

Fund Raising and Events Officer Responsibilities

1. Create a calendar of events for each year to ensure CAODS members get value of membership by providing discounted attendance to members and also to support member engagement
2. Provide regular updates to CAODS members as to the events taking place in the next quarter
3. Provide updates to the Social Media officer to ensure all events are publicised on social media pages to ensure maximum attendance
4. Arrange a variety of events throughout the year to satisfy all members, i.e. London Trips, Theatre trips locally, social nights out locally, after show party, film nights etc.
5. Where identified as a benefit to the society by the marketing and publicity officer, arrange groups of members to perform at events outside the main production, i.e. Christmas market etc. in association with the Musical Director and Management Committee
6. Visit event and performance venues to check suitability, seating arrangements, equipment etc. before bookings are confirmed
7. Arrange venue and catering for the opening night/pre-show party, mid-show party or end of show party (as required)
8. Make arrangements for publicity/charity events i.e. book venues, organise parking, book entertainment etc. (in association with Production Secretary)
9. For larger events, such as annual ball, lead a team of Management Committee members in a sub group to ensure all have individual responsibilities and take ownership of elements of the organisation, planning, booking, communication and running of the event

January 2019