



St. Louis County Community Chorus Available Chairperson Positions

- **Publicity**
 - Coordinate with Artistic Director/President press releases and media advertising
 - Develop advertising and creative methods to spread the word about the chorus
 - Post paper and posters at public places
- **Patrons**
 - Mail out chorus information to current Patrons
 - Mail solicitations to potential Patrons
 - Maintain database of Patrons
 - Periodic chorus updates
- **Ambassador Coordinator – Front of House**
 - Serve as direct contact for all front of house needs on concert day/night
 - Prepare seating area and lobby for concert
 - Manage ticket taking process and program distribution
 - Oversee post-concert venue cleanup and ticket taking
 - Assist in securing help for other chorus events
- **Webmaster**
 - Design and program all aspects of the chorus web site
 - Set up and maintain account with web site hosting provider
 - Set up and maintain domain name (internet address) with public domain registrar
 - **This position requires duties to be done with both advance and sometimes last-minute updates.**
- **Copyright and Royalties (one person)**
 - ASCAP and BMI performance rights
 - Coordinate with publishing companies on royalty permissions and fees
 - Ensure our archival recordings are legal and fees paid
 - Coordinate our ASCAP/BMI memberships. (Annual fees based on performances)
- **Graphic Designer for Program (one or two people)**
 - Coordinate overall design concept with Artistic Director for season brochures, postcards, mailings, posters, and other marketing materials
 - Compile information and design concert program booklets
 - Help with creative design ideas for Trivia Night, Picnic, membership drives, etc.
 - Serve as the point person between our professional designers and the chorus
- **Ushers**
 - This position falls under the Ambassador Coordinator and will work closely with that person.
 - Coordinate volunteers to serve as ushers at our concerts