

Entertainment Committee Chair Job Description

Committee Chairs have a strategic role to play in representing the vision and purpose of Whatcom Pride. This volunteer role ensures that their committee functions properly, has full participation at meetings, relevant matters are discussed and that effective decisions are made and carried out.

The Entertainment Committee is responsible for booking entertainment for the Pride Festival. This committee ensures varied and engaging entertainment acts and emcees are booked, helps with set up and breakdown of entertainment equipment, and helps coordinate run of show. The committee chair is responsible for coordinating volunteers in the committee and ensures they are informed and able to facilitate a successful event for all attendees.

Responsibilities

Ensure the Entertainment Committee functions properly:

- Plan and run meetings as needed
- Plan for recruitment and renewal of Entertainment Committee volunteers in coordination with Board of Directors and Volunteer Coordinator
- Communicate with Whatcom Pride Board of Directors regarding decisions, progress, and event status

Entertainment Recruitment:

- Recruit varied entertainment for Pride Festival
- As needed, and with board approval, manage payment contracts with performers
- Clearly communicate day-of schedule and expectations to performers

Day-Of Support:

- Coordinate volunteers to appropriately staff entertainment venue(s)
- Set up and break down entertainment venue(s)
- Manage “run of show” for Pride Festival entertainment
- Coordinate with Pride performers to meet needs for technology, equipment, etc

Qualities and Skills Required

- Strong leadership skills
- Good communication and interpersonal skills
- Ability to represent Whatcom Pride in a professional and positive manner
- Experience as an emcee, hosting entertainment, booking entertainment