

BRISTOL CONCERT ORCHESTRA JOB DESCRIPTION

POST: Woodwind, Brass and Percussion Section Organisers

APPOINTED BY: Conductor and Bristol Concert Orchestra Committee

RESPONSIBLE TO: Conductor and Bristol Concert Orchestra Committee

SPECIFIC RESPONSIBILITIES:

- 1) To act as an organiser of their section for business matters, but not for artistic direction (conductor's responsibility).
- 2) For each concert, identify any extra / deputy players required, discussing suitability with the Conductor if needed. If any fees / expenses are payable, inform the Treasurer at least two weeks prior to the concert.
- 3) Distribute the music to the designated players/groups, and collect the music at the end of the concert.
- 4) Advise the Treasurer as to suitable levels for subs for players who do not have much music to play that term.
- 5) Percussion section only: organise transportation and storage of BCO-owned instruments to enable the percussion section to participate in rehearsals and concerts. If any costs are to be incurred, inform / discuss with the Treasurer.

This Job Description is not an exhaustive list of duties, but is intended to give a general indication of the range of work required of the post holder.

PGPS 14 September 1993

PE 3 September 2003 - updated as agreed by Committee on 1 September 2003

PE 31 October 2010 - updated as agreed by Committee on 25 October 2010