



<p>Assignment:</p> <p>Entertainment Coordinator</p>
<p>Purpose:</p> <p>To organize, greet and supervise on site and on route entertainment.</p>
<p>Tasks:</p> <p>Pre-Event</p> <ul style="list-style-type: none"> • Review the S.W.O.T (strengths, weaknesses, opportunities, and threats) from the previous year regarding entertainment • Review required equipment and add new equipment to event equipment list • Work with the Corporate and Community Development Coordinator to research and book appropriate entertainment keeping budget in mind • Brainstorm ways to enhance the participant's on route experience • Create playlists for start of event, set-up transitions, and finishes on Saturday and Sunday <p>Event Weekend</p> <ul style="list-style-type: none"> • Set up and supervise the entertainment areas on event day • Greet entertainment as they arrive and ensure they have everything they need • Take down entertainment areas after the conclusion of the event <p>Post Event</p> <ul style="list-style-type: none"> • Provide feedback on your experience of the event for the S.W.O.T event report
<p>Time Commitment:</p> <p>Attend 7 – 8 committee meetings before the event (1 – 1.5 hours each) and a post-event wrap-up meeting. Meeting dates and times to be determined.</p> <p>Position responsibilities will be completed outside of scheduled committee meetings.</p> <p>Be present during the entire event weekend from set-up at 7:00am Saturday to take down at 2:30pm Sunday.</p>
<p>Skill Requirements:</p> <p>Clear communication Good organization Creativity Familiar with setting up sound systems and creating playlists</p>



MS HOPE Leadership Volunteer
Position Description

<p>Connections to the entertainment industry Good customer service</p>
<p>Training and Skill Development:</p> <p>Information on all aspects of the event will be provided Leadership development</p>
<p>Supervision:</p> <p>The Entertainment Coordinator works directly with the Community and Corporate Development Coordinator and the Site Logistics Coordinator. The Entertainment Coordinator supervises entertainment acts and volunteers during the event.</p>
<p>Working Conditions:</p> <p>All committee meetings will be held in the Duncan MS office or via teleconference with all required materials provided. On event day the Entertainment Coordinator will be working outside during the event.</p>
<p>Benefits:</p> <p>Contribute to the community. Work with a fun, dynamic group of people Work 'behind the scenes' of a well known fundraising event Gain valuable work experience Develop leadership skills Recognition from the MS Society</p>
<p>Approval and Assumption of Responsibilities</p> <p>Volunteer's Name _____ Date _____</p> <p>Volunteer's Signature _____</p> <p>Coordinator of Volunteer Resources' Signature _____</p>