

Unitarian Universalist Congregation of South County

UUCSC Music 'n' More at Lily Pads Committee Chair Job Description

The Music 'n' More at Lily Pads committee is responsible for the concert series, held once or twice per month in spring, fall and winter. These "concerts" include evenings or afternoons of music, poetry, storytelling, dances, theater improv and short theatrical presentations.

The committee consists of volunteers from UUCSC who have an interest in helping with the presentation of these events. Volunteers assist with publicizing upcoming events, setting up the "stage" and community room on the day of the event, and assisting with breakdown of equipment and cleanup after the event.

Committee duties include all tasks connected to social media, plus creating flyers/posters, setting up the Brown Paper Tickets site each month, posting on UUCSC website and Facebook page, and sending out two Mail Chimp mailings to those on a Music 'n' More Lily Pads list.

Other volunteers take tickets, encourage mailing list sign-ups, make refreshments for attendees, dinner for the artists, ticket taking and other welcoming duties.

In some cases, for special events, the chair has elicited help from other UUCSC committees and members. The chair is also responsible for committee meetings and for regular email updates to committee members.

The committee chair currently does all of the event booking, including negotiation with artists and/or booking agents and

scheduling of events, clearing dates with Karen St. Peter. The chair also makes sure there are sound engineers to work with the guests at events, sometimes hiring someone and sometimes relying on UUCSC members.

The chair also creates press releases and is in regular contact with all appropriate area press and radio stations regarding upcoming events.

The chair has presently been responsible for all outside fundraising to support the series, seeking support from a number of local businesses. The chair is also responsible for grant writing and interaction with agencies such as RI State Council on the Arts.

The chair is responsible for managing finances, i.e. contracts, for the series. The actual handling of the money is done jointly with a member of the Finance Committee, who counts and reports the income and expenses to the Board.

Johnnie Rodriguez, February 2019