



VOLUNTEER JOB DESCRIPTION

MUSIC PROGRAM COORDINATOR

LOCATION: Brookside Gardens, 1800 Glenallan Avenue, Wheaton, MD 20902-1369

NEED: A volunteer is needed to recruit musicians to play on a voluntary basis at events at Brookside Gardens. Major tasks include: scheduling light show performances for November-January (September through January is the most active time when this work needs to be completed).

JOB DESCRIPTION: The Coordinator will recruit musicians to perform for events at Brookside Gardens. He/she will act as liaison with musical groups. Advises staff on musical performance matters.

DUTIES AND RESPONSIBILITIES:

- * Recruit and arrange for performance by volunteer musical groups
- * Advise staff on musical performance matters
- * Send confirmation letters and thank you letters to the performers
- * Maintain computer database of musicians
- * Arrange set-up of event and musician's needs with Event Manager

QUALIFICATIONS AND REQUIREMENTS:

- * Well organized and reliable
- * Mature and good at working with people
- * An interest in, or background in, music
- * Good communication skills
- * Experience and contacts in local music/performance venues

TRAINING: Volunteer will receive on-the-job training.

COMMENTS: For more information, call 301-962-1429, or email MCP-GardenVolunteer@mncppc-mc.org.