

Entertainment Committee Member

Summary:

Sit on a committee which manages the arrangement of events and entertainment for the club.

Time Commitment:

Two hours a week during the season.

Six hours a week, two months a year.

Responsible to : Entertainment Convenor

Key Responsibilities

Work with other members of the entertainment committee to arrange and manage events that can drive revenue and membership for the club.

Take hands on responsibility for arranging 2 club events a year.

Take hands on responsibility for bringing in 2 private hire functions a year.

Support other entertainment committee members in the creation and execution of events.

Liaise with club members, club management committee and bar manager to ensure events are run smoothly.

Work with other club members to ensure that the finances, marketing, staffing and facilities are all in place for arranged events.

Collaborate on the creation of a yearly events calendar with a target of one event and one private hire a month.

Assist in the planning and running of the yearly Sevens event.

Experience & Skills

Experience in events or hospitality is a plus but not required.

Good local contacts

Understanding of Excel, Word, etc

Good communicator

Good organisational skills