



ROCHESTER A.B.O.V.E.

POSITION DESCRIPTION

Title: Entertainment Director
Position held by:

PRIMARY FUNCTION:

To oversee, schedule, & organize all entertainment relating to the event(s).

DUTIES & RESPONSIBILITIES:

- Coordinate all entertainment requirements to ensure high quality program presentation
- Arranges & schedules entertainment for all events held by or on behalf of Rochester A.B.O.V.E.
- Arranges & schedules the guest speakers for the events from all surrounding metropolitan areas
- Maintain a collaborative working relationship with the committee members
- Arranges time & assists with set-up for entertainment equipment
- Works closely with & assist Program Coordinator with written materials related to the entertainment scheduling

REQUIREMENTS:

- Must have the ability to stay calm under pressure
- Must be flexible, reliable, organized, self-motivated & creative
- Must have basic computer skills
- Must have the ability to work independently as well as in a group
- Must possess strong organizational & time management skills
- Must have excellent interpersonal & communication skills
- Must have the ability to maintain confidentiality
- Attend board/committee meetings and events