

## **Central Iowa Symphony tasks and volunteer opportunities**

### **Fundraising**

Send president's appeal letter

\*\* Sell advertising space in concert program

\*\*/#/+ Coordinate and support special events, including Gala, Make Me a Maestro, bake sales

### **Publicity**

Create flyers

\*\*Post flyers

\*\*/#Schedule advertising and work with graphic designer

\*\*/#Write brochure, work with graphic designer

\*\*/#Write, design newsletter

Photograph events

### **Media Relations**

Write and send media releases

Schedule photo shoots and TV and radio interviews

Meet with members of the media

### **Administration**

Prepare board agenda and officiate

Develop policies, complete forms

Liaison with conductor

Liaison with orchestra members

\*\*Write board minutes

Prepare budgets, write checks, maintain donor list, write thank you notes, report to Board

\*\*Maintain database for mailings, print labels

Write grants

Advance ticket sales

\*\*Represent CIS on Ames Community Arts Council

### **Putting on the concert**

Facilities

\*\*Ticket sales and usher coordination

\*\*Soloist amenities (Flowers, housing)

#Printed program

Doscent program/public school liaison

Young artist auditions

### **Social**

\*\*Treats/receptions for orchestra members and soloists

---

\*\* Encumbant coordinator is either leaving the Board or changing his/her Board duties at the end of fiscal 2004/05. A **primary coordinator** is needed.

# Encumbant is in last year of Board duties in this area and needs an **apprentice** willing to learn the job and take over the following year.

+ Coordinator needs ongoing assistance.