Job Description

HALL CONVENOR

**In general, your job is to oversee the whole venue and make sure everyone has what they need to do their jobs.**

**Before each session:**

* Arrive an hour before start time to unlock venue, turn on lights and turn up heat as required.
* Put your name tag on.
* Set out supplies at Welcome and Registration Desk ready to welcome competitors and audience.
* Set piano, bench, chairs, risers etc. as required for the session’s classes.
* Open piano [dusting if necessary] and align bench.
* Check to make sure entry area and performance area are clean, tidy and clear of debris.
* Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
* Place fresh bottles of water on Adjudicator and Secretary’s table.
* Distribute name tags to volunteers as they arrive.

**During each session:**

* Start each session by welcoming everyone and reviewing guidelines for competitors and audience members according to prepared script [or appoint someone else to].
* Start each class with a brief welcome and reminder about cell phones and recording [or appoint someone else to].
* Be available in entry area to assist Registration volunteers, competitors by answering questions or trouble shooting as needed.
* Make sure Adjudicator and Secretary have water and/or tea/coffee.

**After each session:**

* Tidy up entry and performance areas.
* Check washrooms for cleanliness and supplies and contact appropriate person if they are in need of attention.
* Close piano.
* Close any windows and doors that you may have opened during the session.
* Tidy kitchen area, if required.
* Check supplies – programs, office and miscellaneous.
* Make sure the money has been taken by the person responsible.
* Turn out lights and lock doors.