

GASC Social Secretary

Main Purpose of the Role

To book and manage a full and varied programme of events for monthly Dinner Dances

Tasks and Duties

- Work to an agreed schedule of dates for in the coming year
- To build a schedule of events by booking artists, duets, bands etc.
- Cost the events
- Produce schedules with options for consideration by the Executive Committee prior to confirming bookings.
- Liaise with all artists to ensure their successful attendance for the events. Assist them at the events to ensure they can perform with equipment provided
- Collate promotional posters and wording for the Social Media Editor
- On the evening of an event meet and greet artists
- Following the event, ensure a thank you note is sent to those providing the entertainment.

Skills and Knowledge

- To have excellent Communication Skills
- To be computer literate

NB: The Club will provide a laptop (if required), access to Microsoft OneDrive with Word, Excel etc as well as a specific email address gascsocialsecretary@gmail.com