



Position Description

Position Title **SOCIAL** **Organizer – Local Theatre Events**

Position Description - general

Organize theatre outings so members may enjoy a social experience and group discounts at local venues including Best Western Dinner Theatre, Capitol Theatre, Victoria Hall, The Old Firehall, WestBen in Campbellford and others as appropriate.

Work with a) Organizer of Non-Local events and b) Social convenor to ensure that special events and activities are spread throughout the year. The goal is to offer local theatre events on a bi-monthly basis.

Position Duties

1. Research local theatre events and contact venue.
2. Book tickets and confirm minimum number for group discount.
3. Confirm date when final payment and return of unneeded tickets is due (usually 1 month prior to event)
4. Set price – group rate + small fee to cover PROBUS banking charges
5. Promote event – in person at meetings
- in ProBuzz
6. Have sign-up sheets available at meetings at least 2 months prior
7. Ask for volunteers to assist with sign-ups, especially when more than one event is planned.
8. Provide cheques to Treasurer on an on-going basis.
9. Pay for event, either with a PROBUS cheque or with your personal credit card (and obtain reimbursement from treasurer).
10. Design your seating plan and distribute tickets at one or two meetings prior.
11. Arrange write-up in ProBuzz as follow-up.

Date last updated

February 2020