



The Arts Council of Edgerton is looking for a person or persons with an interest in live music and good organizational skills to become the chair for our CONCERTS IN THE PARK SERIES for 2025!

NO EXPERIENCE IS NECESSARY! It is a fun gig, especially if you enjoy working behind the scenes with musicians. The current chair is available and willing to assist with transition. As the chair, they hold a standing position on the Arts Council Board and attend monthly meetings to report current CIP activities to the Board. This person(s) manage and oversee the CIP program by collaborating with committee volunteers and Board members to assist in the concert series.

Some of the responsibilities include:

- Preview prospective talent
- Solicit talent suggestions from a variety of sources
- Contact talent and negotiate stipend/payment
 - Establish calendar of concert dates
- Complete and file paperwork to reserve park from City of Edgerton
 - Complete and maintain budget for concert series
 - Oversee the design, print and distribution of posters
- Oversee advertising and publication in local papers, newsletters, radio, etc.
 - Finalize and sign contracts with talent
- Effectively communicate and confirm performance details with talent
 - Arrange for payment to talent with ACE treasurer
- Work with ACE Board and volunteers to fulfill concert duties and responsibilities

FOR MORE INFORMATION OR TO APPLY, EMAIL edgertonarts@gmail.com or call/text 608-302-5222.