



Volunteer Opportunity Title: Entertainment Subcommittee

Organizational Impact:

- Contributes to the success of the Chapter's largest fundraiser

Position Summary: Oversee all entertainment needs of the Gala

Responsibilities and Duties:

- Identify entertainment requirements
- Research entertainment options and providers
- Negotiate and finalize all entertainment bookings, e.g. DJ, Band, special entertainment providers
- Identify any special requirements for DJ, Band
- Prepare and monitor Entertainment budget
- Day of Gala, ensure all sound systems in place
- Promote Gala to family, friends, and other contacts
- Complete tasks by deadline dates
- Actively participate in Committee meetings

Preferred Skills / qualifications / experience: Knowledge of local entertainers, Ability to attend events to preview entertainment options, Attention to detail, Ability to work collaboratively, Time management skills, Communication skills

Skills Gained: Event planning, Strategic thinking, Team work, Problem solving, working within a budget

Training / Support: Gala Committee & Chair

Additional Checks: none

Time Commitment: Monthly Committee Meetings - Sept to March, Independent Work -Sept to March, Gala Attendance

Start / End Dates: September to March

Start / End Time: Monthly Meetings: Weeknight 6:30-8:30 pm, Independent Work: 1-3 hour/month, Gala Attendance: Friday evening, 4:30-10:00 pm

Number of Positions: 2

Opportunity Location: Monthly Meetings: Chapter Office, Wpg, Independent Work: Offsite, email, phone

How to Apply: Please submit a volunteer application

Contact Name: Christine Keilback



Canadian Hemophilia Society Manitoba Chapter



Title/Role in Program: Executive Director

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