

# CSD Job Description

# PERFORMER'S SHOWCASE

# CHAIR

---

Respond to inquiries from performers and update Performer contact list as needed.

## September

- Even numbered years:
  - Early in the month: Ask for CSD volunteers for the following Showcase day duties:
    1. Registration/Information table
      - a. 2 people 8:15 a.m.-9:15 a.m;
      - b. 1 person 9:15 a.m-noon;
      - c. 1 person Noon-3
    2. Timer – 2 people - one to run the timer; other to signal performers on time
    3. Performer host in Anderson (1 person in Anderson Rooms from 11:30-12:30)
    4. Performer host in Loucks – Make sure performers are present and ready to go before their time – if a performer is not there, let Showcase Coordinator know
  - Send reminder to list serves to register on CSD website.
  - Send schedule to performers along with explanation on how day will roll out
  - Purchase morning snack supplies
  - Print Showcase schedules.
  - Day of Showcase:
    - 7:30 a.m. Put out Free Parking signs for parking garage
    - 7:30 -8 a.m. Set up snack/registration tables, make coffee & hot water; make sure performer tables are set -up in Anderson rooms
    - 8 a.m. Have Showcase schedules available for attendees.
    - 8:15 a.m. Staff registration desk, provide info. for attendees /performers as needed.
    - 9 a.m. Welcome and housekeeping announcements
    - 5 p.m. Clean-up

## October

- Attend fall board meeting and share pertinent updates with board
- Even numbered years:

- Work with CSD Web editor to upload Performer Directory to OLA Website.
- Follow up with libraries and performers requesting lists and access to Performer Directory.
- Send thank you to all who made event possible
- Submit deposits and reimbursement requests to CSD

## **January**

- Even numbered years: book Salem Public Library Loucks Auditorium, Anderson Rooms and Plaza Room for OLA CSD Performer Showcase activities to be held all day the last Saturday of September (2020 SPL facility will be unavailable - we will need to find alternate location)

## **February**

- Even numbered years: Send “Save the Date” to Oregon library listservs and other agencies and organizations that book performers for children and families.

## **March**

- Attend spring board meeting and share pertinent updates with board
- Even numbered years: Send invitation to performers to submit information and participate in upcoming Performer Showcase.

## **April**

- **POST UPDATES TO FACEBOOK AT LEAST ONCE EACH WEEK**

## **May-June**

- Even numbered years:
  - Collect directory information and assist performers as needed.
  - Compile information into usable form for Oregon Librarians and others.
  - Create schedule of performances with the following in mind:
    - try to accommodate timing requests early responders more likely to get timing choice;
    - performances needing set-up timed first in morning or afternoon if possible;
    - mix up performance types where possible for audience interest

## **July**

- Even numbered years:
  - Send registration form and response email to CSD Web Editor and Shirley for August online registrations
  - Send reminder on listservs to librarians and others to encourage new performers to contact Showcase Coordinator

- Continue preparing directory and schedule
- Update job description

## **August**

- Even numbered years: Continue preparing directory and schedule