



Job Title: Entertainment Director

Responsible to: President and Board of Directors

Qualifications:

- Directors general qualifications
- Have a good knowledge of Swing Dance Music
- Ability to communicate effectively
- Ability to be self starting and enlist enthusiasm of membership

Job Summary:

- To coordinate the music for all Club functions, manage club owned audio equipment and coordinate weekly nights out.

Duties and Responsibilities:

- Negotiate with DJs for monthly dance
- Ensure arrival of DJ at monthly dance
- Keep active files of DJs to be hired for monthly dance
- Coordinate weekly Club Nights Out
- Provide information to Public Relations Director and to website coordinator regarding DJs, and Club Nights Out.
- Manage, maintain and set up club owned audio equipment at club functions
- Establish written guidelines to assist DJs in preparing their music programs