

# Registration Coordinator

## *Job Description*



Attend venue site visit in February

Receive and manage registrations for regional convention

Deal with any queries relating to registrations in liaison with the Events Coordinator and/or Competition Coordinator

Allocate convention seating from plans

Liase with printer for production of name badges

Liase with venue, re: seating plan

Responsible for distribution of All Events Tickets (AETs) to choruses in advance of regional convention

Report to the Events Coordinator, re: progress of bookings

Set up and ensure the registration desk is manned at agreed times for the collection of passes and programmes

## **Competencies**

- Proven organisational skills with attention to detail
- Ability to work under pressure and to deadlines
- Excellent interpersonal skills
- Problem solving abilities
- Competency with Microsoft Excel and other software packages

## **Further information**

The Registration Coordinator's AET will be purchased by the region

Travel/accommodation expenses for any site visits will be met by the region