



PCNO Leadership Team

1. Party Planning Exec Coordinator

- * Shall work with Vice President to plan parties and gatherings for the entire orchestra program
- * Shall keep accurate record of the party budget and report and spending accurately with receipts to the secretary and president or director at their request
- * Shall know the requests of orchestra members for various parties and make an effort to successfully accomplish these requests within in reason
- * Shall report their activities to the president and director

2. Party Planning Team Member (1 member needed from each orchestra)

- * Shall work with Party Planning Exec Coordinator to plan parties

3. Stage Manager

- * Shall work with director to prepare performance area for all orchestra related events which primarily includes taking roll on the day of performances to ensure students fulfill their duties they signed up for.
- * Shall work with director and president to prepare orchestra room or other present facility for all events as needed
- * Shall work with fundraiser coordinator and director to assure the proper number of stands, chairs, etc. for any outside-of-school events

4. Stage Crew Member (1 member needed from each orchestra)

- * Shall work with Stage Manager to prepare performance area for all large orchestra performances throughout the year before and after the concert

5. Fundraiser Coordinator (S&B Manager)

- * Shall work with director to gather and maintain participation in orchestra fundraisers
- * Shall oversee the organization of students to perform in the S&B ensemble as well as the Northpark Mall performance ensemble
- * Shall oversee the creation and distribution of promotional flyers for fundraiser nights as well as social media promotional ads

6. Fundraising Team Member

- * Shall work with coordinator to help maintain participation in orchestra fundraisers

7. Banquet/Event Executive (Sophomores & Juniors ONLY)

- * Shall work with POPS board and Director to plan the orchestra banquet
- * Shall work with historian to oversee the creation and showing of the end of year slideshow
- * Shall oversee the production of Orchestra Homecoming and senior biographies
- * Shall work with Vice President and party planning committee to facilitate parties

8. Banquet/Event Team Member

- * Shall work with Banquet/event executive to plan the orchestra banquet
- * Shall assist the creation and showing of the end of year slideshow
- * Shall assist with the production of Orchestra Homecoming and senior biographies
- * Shall assist with Vice President and party planning committee to facilitate parties

9. Design Coordinator

- * Shall work with the director and design team on designing flyers, program covers and t-shirt designs throughout the year.

10. Design Team Member

- * Shall work with the design coordinator on designing flyers, program covers and t-shirt designs throughout the year.

11. Section Manager (15 total positions-one for each section in each ensemble)

- * Shall make sure to have one set of extra parts at all times in case of emergencies
- * Shall work with director on making sure every member of their section has what they need to function for each rehearsal/concert (shoulder rests, rock stops, bow tie, black socks/shoes, etc.)

12. Accountability Leader (15 total positions-one for each section in each ensemble)

- * Shall take roll for their section everyday in class and for every concert. In the event of their absence they will appoint someone to take roll for them.

13. Communications Coordinator (15 total positions-one for each section in each ensemble)

- * Shall be responsible for establishing a form of communication in their section and will stay on top of communicating upcoming important information so events run smoothly.