



Calendar and Events Team Leader

The Calendar and Events Team Leader is responsible for tracking the year-round schedule of the Foundation and for sending out timely reminders for upcoming events as requested by the responsible officers and Team leaders. While the President is ultimately responsible for the operation of the Foundation, the Calendar and Events Team leader assists the President in ensuring preparations are being made and ongoing projects are proceeding in a timely manner.

Specific Duties include:

- Reports to the President
- Maintains a calendar of events for the Ironwood Music Program and the Band Community Schools, including performances, fundraisers, parties, and other special dates pertinent to the mission of the IBCF. Sends out reminders to the Executive Team in a timely fashion.
- Assists the President in a project manager role by planning the calendar and helping keep track of the individual elements of upcoming events and projects.
- Keeps the Communications Team leader updated regarding upcoming events.
- Regularly checks the website and social media pages for accuracy and timeliness of content.
- Assists other officers and Team leaders as requested.