

Entertainment. The Director of Entertainment is responsible for booking all talent for Pride Gala and the Pride Fest weekend. The Director of Entertainment's responsibilities include:

- Strategy. Create the Entertainment Plan / Strategy for Capital City Pride and present/review with Board for approval.
- Strategy. Create the Entertainment budget and provide to Board Treasurer to include in Board Budget.
- Strategy. Build an Entertainment Project plan within Monday.com, review with Vice-Chair, and share with Board.
- Manage. Initiate contact with talent agency (Left of Center) to discuss potential talent options. This must be complete by September 30th each year.
- Manage. Propose talent for board review and approval. Must be complete by October 31st of each year.
- Manage. Work with the Director of Gala to identify Gala theme and desired entertainment.
- Manage. Search options and propose talent for board review and approval. Must be complete by October 31st of each year.
- Manage. Confirmation of all entertainment/talent for Capital City Pride events. This includes all mainstage performers throughout the pride weekend.
- Collaborate. Collaboration with Marketing, Communications, and IT to identify where support is needed.
- Document. Create new documentation or ensure all existing event documentation is current, which details all Director responsibilities, provided detailed event descriptions, policies, process