



BMS GENERAL MANAGEMENT COMMITTEE

Patrons/Groups Secretary

The Patron's Secretary manages the current list of Patrons and group bookings and seeks to attract new patrons and groups.

- Attend monthly management committee meetings.
- Source, contact and liaise with potential patrons.
- Establish and maintain a contact database of all society patrons and potential patrons,
- Organise and receive group bookings, enter group and patron bookings on Theatre database.
- Receive process and confirm patron membership applications. Ensure membership money is received and banked.
- Ensure accurate records of all patron and group ticket allocations are kept.
- Inform the FOH Manager of specific requests (e.g. wheelchairs).